



# RECORDKEEPING PLAN

## 2024

In accordance with the State Records Act 2000

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## Introduction

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This document is presented to the State Records Commission in accordance with Section 28 of the *State Records Act 2000* (the Act). Section 28 (5) of that Act requires that no more than 5 years must elapse between approval of a government organisation's Recordkeeping Plan and a review of it.

State Records Commission (SRC) Standard 1 – *Government Recordkeeping* requires that government organisations ensure that records are created, managed, and maintained over time and disposed of in accordance with principles and standards issued by the SRC. SRC Standard 2 – *Recordkeeping Plans* comprises six recordkeeping principles each of which contains minimum compliance requirements.

The purpose of this Recordkeeping Plan is to set out the matters about which records are to be created by the Shire of Bruce Rock and how it is to keep its records. The Recordkeeping Plan is to provide an accurate reflection of the recordkeeping program within the organisation, including information regarding the organisation's recordkeeping system(s), disposal arrangements, policies, practices, and processes. The Recordkeeping Plan is the primary means of providing evidence of compliance with the Act and the implementation of best practice recordkeeping within the organisation.

The objectives of the Shire of Bruce Rock Record Keeping Plan are to ensure:

- Compliance with Section 28 of the *State Records Act 2000*.
- Recordkeeping within the Local Government is moving towards compliance with State Records Commission Standards and Records Management Standard AS ISO 15489;
- Processes are in place to facilitate the complete and accurate record of business transactions and decisions.
- Recorded information can be retrieved quickly, accurately, and cheaply when required.
- The protection and preservation of the Local Government's records.

In accordance with Section 17 of the Act, the Shire of Bruce Rock and all its employees are legally required to comply with the contents of this Plan.

This Recordkeeping Plan applies to all:

- Shire of Bruce Rock Employees.
- Shire of Bruce Rock Contractors.
- Organisations performing outsourced services on behalf of the Shire of Bruce Rock.
- Shire of Bruce Rock Elected members.

This Recordkeeping Plan supersedes the Record Keeping Plan 2019 and applies to all records created or received by any of the above parties, regardless of:

- Physical format;
- Storage location; or
- Date created.

For the purposes of this RKP, a record is defined as meaning “any record of information however recorded” and includes:

- (a) anything on which there is writing or Braille;
- (b) a map, plan, diagram or graph;
- (c) a drawing, pictorial or graphic work, or photograph;
- (d) anything on which there are figures, marks, perforations, or symbols, having meaning for persons qualified to interpret them;
- (e) anything from which images, sounds, or writings can be reproduced with or without the aid of anything else; and
- (f) anything on which information has been stored or recorded, either mechanically, magnetically, or electronically.”

*(State Records Act, 2000)*

# **1 Principle One: Proper and Adequate Records**

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*Government organisations ensure that records are created and kept which properly and adequately record the performance of the organisation's functions and which are consistent with any written law to which the organisation is subject when performing its functions.*

## **1.1 Historical Background**

Bruce Rock was initially constituted as the East Avon Road District in 1913. In 1918, it was renamed to Bruce Rock Road Board, and on 1 July 1961, it became the Shire of Bruce Rock following the enactment of the Local Government Act 1960. In 1999, the Ardath, Babakin, Kwolyin, Shackleton, Belka and Coordarin wards covering outlying areas of the Shire were replaced by 2 member South, West and East Wards, while the Central and Town wards covered other areas. Wards were abolished for the 2005 elections.

The Bruce Rock town site was originally known as Nunagin but confusion with other towns in the area led to the change to its present name. The town got its present name from a low granite outcrop which lies to the east of the town, which itself was named after a sandalwood cutter named John Rufus Bruce, who set up his camp near a soak at the base of the rock. Although settlers had been allocated land around Bruce Rock township since 1860, the town of Bruce Rock was not gazetted until 1913.

The Shire of Bruce Rock is a member of WE-ROC (the Wheatbelt East Organisation of Councils, alongside the Shires of Kellerberrin, Merredin, Westonia and Yilgarn.

## **1.2 Strategic Focus and Main Business Activity**

The Shire of Bruce Rock's Strategic Community Plan 2022-2032 sets the direction that Council and the Management take over the next 10 years. It establishes goals and objectives, and strategies to achieve them with measurable performance indicators to enable Council and the Community to review progress. The Strategic Community Plan can be accessed in person at the Shire Office, or by calling the Shire on 9061 1377, or via the Shire of Bruce Rock website:

[www.bruce-rock.wa.gov.au](http://www.bruce-rock.wa.gov.au)

The main business activity areas for the Shire over this period, as recorded in the Strategic Community Plan, are:

1. Community. The goals for this area are:
  - Our community is engaged and have a healthy lifestyle.
  - Inclusive community activities, events, and initiatives.

- Shire facilities are maintained in a strategic manner to meet community need.
  - Support and emergency services planning, response, and recovery.
2. Economy. The goals for this area are:
- Assist the local economy to grow
  - Roads are a key economic driver across the Shire
  - Workers and their families can work and reside in the Shire
  - Tourism helps to diversify our local economy
3. Environment. The goals for this area are:
- Maintain a high standard of environmental health and waste services
  - Conservation of our natural environment and resources
4. Governance. The goals for this area are:
- Our organisation is well positioned and has capacity for the future
  - Shire communication is regular, clear, and transparent
  - Proactive and well governed Shire

### **1.3 Functions, including those outsourced**

Refer to Appendix 1, which contains a comprehensive list of the functions outsourced.

### **1.4 Major Stakeholders**

The Shire of Bruce Rock recognises employees, residents, ratepayers, the general public and Elected Members as its major stakeholders.

The Shire of Bruce Rock also recognises and supports the activities of those groups that provide services to residents, including community groups, the business community, and State and Federal Government agencies.

### **1.5 Enabling Legislation**

The Shire of Bruce Rock is established under the *Local Government Act 1995*.

### **1.6 Legislation and Regulations Administered by the Shire of Bruce Rock**

Refer to Appendix 2.

### **1.7 Other Legislation Affecting the Shire of Bruce Rock**

Refer to Appendix 3.

### **1.8 Major Government Policy and/or Industry Standards**

Refer to Appendix 4.



## **2 Principle Two: Policies and Procedures**

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*Government organisations ensure that recordkeeping programs are supported by policy and procedures.*

### **2.1 Records Management and Business Information Systems**

#### **2.1.1 Records Management System**

The Shire of Bruce Rock operates a hybrid record keeping system. For the most part electronic records are kept, however some hard copies are still kept. The Shire of Bruce Rock manages its financial records via the 'Synergy Soft' Program. 'Synergy Soft' was first implemented by the Shire in 2007. Before this time all record keeping at the Shire was performed manually. The Shire of Bruce Rock also uses the 'Altus' system as its record management system as well as for procurement, ATO reporting and some financial functions. In addition to these systems The Shire of Bruce Rock uses the 'Attain' system for its compliance register. Each of these systems are overseen by The Shire administration team.

#### **2.1.2 Business Information Systems**

The Shire of Bruce Rock employs Synergy as its primary Business Information System and maintains all its financial data in this system. This includes the general ledger and bank reconciliation as well as information on assets and asset management, plant, creditors/debtors, rates and property, central records (e.g. human resources) and payroll. Other information kept on the system also includes that concerning mapping, town planning, and cemeteries.

As Synergy is an integrated system, information within the various modules is accessible between these modules.

Other systems which are used to facilitate the Shire's business are:

- AMLIB: Library Management System is used to manage all the functions i.e. loans, renewals, returns, reserves, stock item management, access control and borrower management.
- TRELIS: the Shire is a registered vehicle and driver licensing and driver testing site, and TRELIS is the dedicated Department of Transport program which is loaded onto the Shire's system to manage this function.

### **2.2 Records Management Policy and Procedures**

The creation and management of records is jointly coordinated by the Shire's CEO, Manager of Governance and Community Services and Manager of Finance and is conducted by the Shire's Administration Team. For the Elected Member

Records – Capture & Management Policy ,Record Keeping Policy, and the Record Keeping Executive Instruction of the Shire of Bruce Rock please refer to Appendices 5, 6 and 7 respectively. All record keeping policies and procedures have been disseminated to all staff members via email. Any changes or amendments to any aspect of these policies will be disseminated, as necessary.

Table 2.1

Recordkeeping Activities covered in the Shire of Bruce Rock Policies and Procedures	YES	NO
<b>Correspondence capture and control</b> – including incoming and outgoing mail registration; responsibilities assigned for classifying, indexing and registration; file titling and file numbering conventions.  Include specific provisions for capture and control of Elected Members' correspondence.	✓	
<b>Digitization</b> – including categories of records digitized; disposal of source records; digitization specifications.	✓	
<b>Mail distribution</b> - including frequency, tracking mechanisms and security measures.	✓	
<b>File creation and closure</b> – including assigned responsibility and procedures for both physical and automated file creation.	✓	
<b>Access to corporate records</b> – procedures for access to and security of corporate records.	✓	
<b>Authorised disposal</b> of temporary records and transfer of State archives (whether hard copy or electronic) to the State Records Office (SRO) – any assigned responsibilities.	✓	
<b>Electronic records management</b> – including the organisation's approach and methodology for the capture and management of its electronic records (e.g. print and file, identification of the official record, use of EDRMS, hybrid system etc).	✓	
<b>Email management</b> – including the capture, retention and authorised disposal of email messages to ensure accountability Should indicate whether the organisation is utilising a document management system or hard copy records system (e.g. print and file, identification of the official record, use of EDRMS, hybrid system etc).	✓	

Recordkeeping Activities covered in the Shire of Bruce Rock Policies and Procedures	YES	NO
<b>Website management</b> – including the purpose of the site (e.g. whether informational/transactional), capture of all information published to the website within the corporate system and mechanisms for recording website amendments.	✓	
<b>Metadata management</b> – including requirements for capture of metadata in information systems, whether automatic or manual.	✓	
<b>System/s management</b> – including any delegations of authority for the control and security of systems utilised by the organisation (e.g. provision of access to systems through individual logins and passwords, protection of servers etc).	✓	
<b>Migration strategy</b> – strategies planned or in place for migrating electronic information and records over time (e.g. through upgrades in hardware and software applications, and any assigned responsibilities) for long-term retention and Access. See SRC Standard 8: <i>Managing Digital Information</i> .	✓	

### 2.3 Certification of Policies and Procedures

Evidence of formal authorisation that the policies and procedures are in place and promulgated throughout the Shire of Bruce Rock can not yet be provided. The review and subsequent update to this Record Keeping Plan has meant that the Council Policy Manual on this matter has been updated, but not yet endorsed by Council. The unendorsed Elected Member Records – Capture and Management Policy (Appendix 5) and Record Keeping Policy (Appendix 6) have been attached. These policies should be endorsed by Council in 2025 and can be provided to the SRO at this point. If there any significant amendments the SRO shall be notified.

### 2.4 Evaluation of Policies and Procedures

The recordkeeping policies and procedures for the Shire of Bruce Rock cover all categories identified in Principle 2 of SRC Standard 2 and are assessed as operating efficiently and effectively across the Shire of Bruce Rock.

## **3 Principle Three: Language Control**

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*Government organisations ensure that appropriate controls are in place to identify and name government records.*

### **3.1 List of Authorised Headings**

The Shire of Bruce Rock has developed a List of Authorised Headings to control the titling of records. The List of Authorised Headings covers both administrative and functional records and is attached, please refer to Appendix 8.

### **3.2 Assessment of its Effectiveness**

The List of Authorised Headings operates well within the Shire of Bruce Rock. It covers both administrative and functional activities of the Shire of Bruce Rock, is available for use by all staff, and information can be filed and found without difficulty. This tool may be adjusted to reflect changes to the functions and activities of the Shire of Bruce Rock as may occur from time to time with all changes to be recorded.

### **3.3 Identified Areas for Improvement**

On review of the List of Authorised Headings, it was found to be adequate for the needs of the Shire and its recordkeeping requirements. The Shire will continue to review its effectiveness.

## 4 Principle Four: Preservation

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*Government organisations ensure that records are protected and preserved*

For the Records Disaster Recovery Plan for the Shire of Bruce Rock please refer to Appendix 9.

### **Assessment of Risks**

#### **4.1.1 On Site Storage**

The Shire of Bruce Rock has its current, active, and inactive records located in onsite storage at the Shire Office, 54 Johnson Street.

Records of a highly sensitive or valuable nature are stored in a fireproof safe, in metal filing cabinets, on metal shelves or on wooden shelves.

Current and archive items are kept in metal filing cabinets and a metal compactus unit in a lockable room.

Inactive and archival records are kept in a storage room on metal shelving and in metal filing cabinets.

Access to these records is only achievable after passing through the Shire offices, and only then through doors which are kept locked. The air conditioner is running in this building approximately 12 hours per day.

The main disaster threatening records stored onsite comes from fire, industrial accident or to a lesser extent, vandalism. Several fire extinguishers are located in close proximity to all areas where records are kept. There is currently no fire detection equipment installed.

With the onsite storage conditions as described above, the risk is assessed as low.

#### **4.1.2 Offsite Storage**

All the Shire of Bruce Rock's production servers are backed up via a Datto S4P2 Backup Device (SOBK-IBC) which resides onsite in the Shire's Server Room.

57 local backups of these servers are performed each week, and the last backup of each day is synchronised to Cloud Storage at a Datto Data Centre in Alexandria NSW.

#### **4.1.3 Data Centre and Cloud Storage**

The Shire of Bruce Rock has entered an arrangement with Wallis Computer Solutions, which maintains intra-daily backups of all data on the aforementioned Datto device that synchronises to Cloud Storage.

Information system / categories of records	Name of service provider	Geographic location of data centre / cloud storage	Geographic location of data centre / cloud storage backups	Risk assessed Y/N
Full data back-up	Wallis Computer Solutions via Datto	Equinix SY3 Data Centre 47 Bourke Rd, Alexandria NSW 2015	Equinix SY3 Data Centre 47 Bourke Rd, Alexandria NSW 2015	Y

#### 4.1.4 Storage of Archives

Archival Records in the Shire of Bruce Rock's custody are maintained as much as practicable in accordance with the directions for keeping hard-copy State archives awaiting transfer to the State Records Office.

#### 4.1.5 Storage of Backups

Electronic backups of the Shire of Bruce Rock's electronic information are held onsite on the Datto device (SOBK-IBC) and transferred offsite daily to the Data Centre at 47 Bourke Rd, Alexandria NSW 2015.

#### 4.1.6 Quantity of Records

The Shire of Bruce Rock has custody of:

- 30 linear metres of temporary hard copy records stored onsite;
- 0 linear metres of temporary hard copy records stored offsite;
- 10 linear metres of hard copy State archives stored onsite/offsite;
- 790.70GB of digital records/information/data

#### 4.1.7 Security and Access

The following security measures have been implemented by the Shire of Bruce Rock to prevent unauthorized access to records:

- Hard copy records are stored in a locked/secure room accessible only to Admin staff. Tracking of records is done through the Altus system.
- There are varying degrees of access to electronic records depending on delegations assigned to staff within the organisation. Access is controlled by the Administration staff under the direction of the Chief Executive Officer, Manager of Governance and Community Services and the Manager of Finance.



## **4.2 Assessment of the Impacts of Disasters**

As stated previously, the risk of a disaster occurring to the records of the Shire of Bruce Rock has been assessed as low. The impact of a disaster on the organisation's records has therefore been assessed as low. There are sufficient strategies in place to ensure that business activities of the organisation are not unduly affected in the event of one of the more likely disasters occurring. See Appendix 9 – Records Disaster Recovery Plan.

## **4.3 Strategies in Place for Preservation and Response**

The following strategies have been implemented by the Shire of Bruce Rock in order to reduce the risk of disaster and for quick response should a disaster occur:

### **4.3.1 Vital Records Program**

A vital records program has been developed for the Shire of Bruce Rock. Vital records have been identified as:

Council Minutes, Leases, Certificates of Title, Valuation Reports, ATO – ABR data, Council Policies/Work Instructions, Agreements, Local Laws, Bank Guarantees, Easements, Payroll/Personnel Files, Insurance, Financial and Accounting information, Library Management System, Planning and Building Plans.

Vital records in hard copy are stored in a locked, fire resistant safe, accessible to CEO, Manager of Governance and Community Services, Executive Services Manager, Manager of Finance, Finance Officer, and the Customer Service Officer. Vital records have been scanned and registered in Altus to the relevant folders or are available through other business systems for use for all normal business activities.

### **4.3.2 Backup Procedures for Electronic Records**

Electronic records of the Shire of Bruce Rock are backed up on an intra-daily basis. The back-ups are stored onsite and offsite. A minimum of six months of data is stored locally depending on the volume of data captured before data is systematically purged. Data that is synchronised to the cloud has a retention period of one year.

### **4.3.3 Preservation of Electronic Records**

The Shire of Bruce Rock has implemented the following processes to ensure that electronic records are accessible and readable for as long as required:

- Media used to store electronic information is periodically checked by the provider to ensure the information is accessible and readable;
- Digital storage media, including removable storage devices, is refreshed as necessary to prevent data loss. Hard drives used are rotated and tested periodically to check integrity of data.
- Electronic records requiring long term retention are maintained in an appropriate format for long term preservation.
  - There is redundant Hard Drives in on Premises Server
  - There is redundant Hard Drives in on the on-premises Datto Backup Appliance
  - There is redundant HDD in the Cloud Backup Storage
- A copy of the internal backup (including hypervisor and virtual machines) on the dedicated internal storage is created each night as a secondary backup.

#### **4.3.4 Security**

The following security measures have been implemented by the Shire of Bruce Rock to prevent unauthorized access to records:

- Hard copy records are stored in a locked/secure room accessible only to selected staff.
- Electronic records have varying degrees of access depending on delegations assigned to staff within the organisation. Electronic records are backed up on a regular basis as described previously.
  - Backups are checked on a daily basis
  - Backups are tested on a daily basis
  - Backups are encrypted at rest
  - Backups are encrypted in transit

#### **4.3.5 Storage Reviews**

The records storage facility utilised by the Shire of Bruce Rock is reviewed regularly to ensure that conditions are appropriate for the organisation's records.

#### **4.3.6 Recovery of Lost Information**

The Shire of Bruce Rock has developed a set of quick response strategies to recover lost information, in all formats, should a disaster occur.

This strategy forms part of the Records Disaster Recovery Plan (see Appendix 9)



#### **4.4 Identified Areas for Improvement**

The Shire will be further refining its records keeping systems over the coming year, in line with some of the improvements suggested by reviewing and completing this Recordkeeping Plan.

## **5 Principle Five: Retention and Disposal**

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*Government organisations ensure that records are retained and disposed of in accordance with an approved disposal authority.*

### **5.1 General Retention and Disposal Authority for Local Government Information**

The Shire of Bruce Rock uses the General Retention and Disposal Authority for Local Government Information (GRDALG), produced by the State Records Office, for the retention and disposal of its records.

### **5.2 Disposal of Source Records**

The Shire of Bruce Rock has established procedures to scan all incoming, hard copy, correspondence in accordance with the requirements of the *General Disposal Authority for Source Records* and the *SRO Guideline: Digitization Specification*. The original hard copy correspondence, once reproduced electronically, will be treated as copies/duplicates and as such will be retained to meet operational requirements and eventually destroyed in accordance with SRO Guidelines.

### **5.3 Existing Ad Hoc Disposal Authorities**

In the case of records that are not covered by the Schedule, a separate Ad-Hoc Disposal Authority will be submitted to the State Records Office for approval. The Shire will also seek approval from the State Records Officer for the destruction of records which the Shire wishes to retain for a period less than that stipulated in the Schedule.

### **5.4 Existing Disposal Lists**

The regular Disposal Program is conducted on an as needs basis. This program is conducted in accordance with the General Retention and Disposal Authority for Local Government Information.

### **5.5 Restricted Access Archives**

The Shire of Bruce Rock does not have any State archives to which it intends to restrict access when they are transferred to the SRO.

### **5.6 Transfer of Archives**

An Archives Transfer Request form has not been submitted to the SRO.

The Shire of Bruce Rock will transfer State archives to the State Archives Collection for permanent preservation when requested by the SRO.

## **5.7 Non-Transfer of Archives**

SRC Standard 7: *State Archives retained by Government Organisations* provides for organisations to retain State archives older than 25 years.

The Shire of Bruce Rock has not identified any State archives that will not be transferred to the SRO for permanent preservation.

## **5.8 Disposal Program Implemented**

The Shire of Bruce Rock has implemented the General Retention and Disposal Authority for Local Government Information and conducts a regular disposal program on a bi-annual basis.

Please refer to Appendix 10 for a copy of the disposal procedure and a recent authorised list of records for disposal.

## **5.9 Authorisation for Disposal of Records**

Before any temporary records are destroyed or State archives are transferred to the SRO, a list of those records due for destruction or transfer is reviewed by the CEO and authorised for destruction or transfer.

## **5.10 Identified Areas for Improvement**

Staff are well trained in record disposal procedures and the current process meets record keeping requirements.

## 6 Principle Six: Compliance

*Government organisations ensure their employees comply with the record keeping plan.*

### 6.1 Staff Training, Information Sessions

The Shire of Bruce Rock has implemented the following activities to ensure that all staff are aware of their recordkeeping responsibilities and compliance with the Recordkeeping Plan:

**Table 6.1**

Activities to ensure staff awareness and compliance	YES	NO
Presentations on various aspects of the Shire of Bruce Rock's recordkeeping program are conducted. These are delivered to all staff on an as-needs basis.	✓	
In-house recordkeeping training sessions for staff are conducted.	✓	
From time to time an external consultant is brought in to run a recordkeeping training session for staff. Staff are also encouraged to attend training courses outside the organisation whenever practicable.	✓	
Staff information sessions are conducted on a regular basis for staff as required.	✓	
The Shire of Bruce Rock provides brochures or newsletters to publish recordkeeping information, highlight issues, or bring particular recordkeeping matters to staff attention.		✓
The Shire of Bruce Rock's Intranet is used to publish recordkeeping information, highlight issues, or bring particular recordkeeping matters to staff attention.		✓
The Shire of Bruce Rock's Induction Program for new employees includes an introduction to the organisation's recordkeeping system and program, and information on their recordkeeping responsibilities.	✓	

Coverage of the training/information sessions as detailed here extends to all staff whose work involves producing, using, or storing records.

## **6.2 Performance Indicators in Place**

The following performance indicators have been developed to measure the efficiency and effectiveness of the Shire of Bruce Rock's recordkeeping systems:

- Ensure all mail is processed in a timely manner:
  - 100% of Australia Post mail to be processed by 2.00pm daily
  - 85% of any other mail received before 12.00 noon to be tasked by 4.00pm daily
  - 90% of emails received before 4.00pm assessed and tasked by 10.00am the following day
- Customer Response times – Ensure that all requests for service are responded to in a timely manner
  - 98% of requests for assistance – advice responded to within 1 day
  - 98% of requests for archived information completed within 7 days
- 100% of correspondence registered or captured into the Recordkeeping system;
- 100% accurate retrieval of information.

## **6.3 Agency's Evaluation**

Based on the above and on the review of the Recordkeeping system performed to produce this report, the Shire of Bruce Rock's systems are identified as being efficient and effective for the organisation's and State Record Office's requirements.

## **6.4 Annual Report**

An excerpt from the Shire of Bruce Rock's latest Annual Report is attached, demonstrating the organisation's compliance with the *State Records Act 2000*, its Recordkeeping Plan and the training provided for staff. Please refer to Appendix 11.

## **6.5 Identified Areas for Improvement**

Having reviewed and updated the Shire of Bruce Rock's Recordkeeping Plan over the preceding months it will now be fully implemented, and if any further improvements are identified they will be incorporated into practices and procedures and documented as such in the Plan, in Council Policy and in Procedures.

## **7 SRC Standard 6: Outsourced Functions**

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*The purpose of this Standard, established under Section 61(1)(b) of the State Records Act 2000, is to define principles and standards governing contracts or arrangements entered into by State organisations with persons to perform any aspect of record keeping for the organisation.*

*State organisations may enter into contracts or other arrangements whereby an individual or an organisation is to perform a function or service for the State organisation, or act as the State organisation's agent to deliver services to clients, or for the State organisation's own use. The general term 'outsourcing' is used for such arrangements.*

*Contractual arrangements should provide that the contractor create and maintain records that meet the State organisation's legislative, business and accountability requirements.*

### **7.1 Outsourced Functions Identified**

The Shire of Bruce Rock does not outsource any of its recordkeeping functions, other than the data storage offsite with Wallis Computer Solutions.

### **7.2 Recordkeeping Issues Included in Contracts**

#### **7.2.1 Planning**

The Shire of Bruce Rock includes the creation and management of proper and adequate records of the performance of the outsourced functions detailed above, in the planning process for the outsourced functions.

#### **7.2.2 Ownership**

The Shire of Bruce Rock will ensure that the ownership of State records is addressed and resolved during outsourcing exercises. Where possible this will be included in the signed contract/agreement.

#### **7.2.3 Control**

The Shire of Bruce Rock will ensure that the contractor creates and controls records in electronic or hard copy format, in accordance with recordkeeping standards, policies, procedures and guidelines stipulated by the Shire of Bruce Rock.

#### **7.2.4 Disposal**

The disposal of all State records which are the product of or are involved in any contract/agreement with the Shire of Bruce Rock and a contractor/agent will be

disposed of in accordance with the *General Disposal and Retention Authority for Local Government Information*, produced by the State Records Office.

#### **7.2.5 Access**

Conditions for the provision of access to any State records produced in the course of the contract/agreement will be agreed between the Shire of Bruce Rock and the contractor(s)/agent(s).

#### **7.2.6 Custody**

Custody arrangements between the Shire of Bruce Rock and the contractor(s)/agent(s) for State records stored on and off site by the contractor will be specified in the contract.

#### **7.2.7 Contract Completion**

All arrangements regarding record custody, ownership, disposal, and transfer upon the completion of the contract(s)/agreement(s) will be specified in the contract/agreement.]

### **7.3 Identified Areas for Improvement**

The Shire of Bruce Rock will continue to collaborate with its contractors to improve awareness and understanding of their responsibilities under the State Records Act 2000.

## Appendix 1 - Functions of the Local Government

<i>Function</i>	<i>Brief Description of LG Function</i>	<i>Performed by the LG Tick if Yes</i>	<i>Performed by an External Agency Tick if Yes</i>
Commercial Activities	The function of competing commercially or providing services to other local governments or agencies on a fee for service basis. Includes undertaking activities on a consultancy or contract basis.	✓	
Community Relations	The function of establishing rapport with the community and raising and advancing the Council's public image and its relationships with outside bodies, including the media and the public.	✓	
Community Services	The function of providing, operating or contracting services to assist local residents and the community.	✓	
Corporate Management	The function of applying broad systematic planning to define the corporate mission and determine methods of the LG's operation.	✓	
Council Properties	The function of acquiring, constructing, designing, developing, disposing, and maintaining facilities and premises owned, leased, or otherwise occupied by the LG.	✓	
Customer Service	The function of planning, monitoring, and evaluating services provided to customers by the council.	✓	
Development & Building Controls	The function of regulating and approving building and development applications for specific properties, buildings, fences, signs, antennae, etc. covered by the Building Code of Australia and the Environment Protection Authority (EPA).	✓	✓
Economic Development	The function of improving the local economy through encouragement of industry, employment, tourism, regional development and trade.	✓	
Emergency Services	The function of preventing loss and minimising threats to life, property and the natural environment, from fire and other emergency situations.	✓	✓
Energy Supply & Telecommunications	The function of providing infrastructure services, such as electricity, gas, telecommunications, and alternative energy sources.		✓
Environmental Management	The function of managing, conserving, and planning of air, soil and water qualities, and environmentally sensitive areas such as remnant bushlands and threatened species.	✓	✓
Financial Management	The function of managing the LG's financial resources.	✓	
Governance	The function of managing the election of Council representatives, the boundaries of the LG, and the terms and conditions for elected members.	✓	
Government Relations	The function of managing the relationship between the Council and other governments, particularly on issues which are not related to normal Council business such as Land Use and Planning or Environment Management.	✓	
Grants & Subsidies	The function of managing financial payments to the LG from the State and Federal Governments and other agencies for specific purposes.	✓	



<i>Function</i>	<i>Brief Description of LG Function</i>	<i>Performed by the LG Tick if Yes</i>	<i>Performed by an External Agency Tick if Yes</i>
Information Management	The function of managing the LG's information resources, including the storage, retrieval, archives, processing and communications of all information in any format.	✓	✓
Information Technology	The function of acquiring and managing communications and information technology and databases to support the business operations of the LG.	✓	✓
Land Use & Planning	The function of establishing a medium to long term policy framework for the management of the natural and built environments.	✓	
Laws & Enforcement	The function of regulating, notifying, prosecuting, and applying penalties in relation to the Council's regulatory role.	✓	
Legal Services	The function of providing legal services to the LG.		✓
Parks & Reserves	The function of acquiring, managing, designing, and constructing parks and reserves, either owned or controlled and managed by the LG.	✓	
Personnel	The function of managing the conditions of employment and administration of personnel at the LG, including consultants and volunteers.	✓	
Plant, Equipment & Stores	The function of managing the purchase, hire or leasing of all plant and vehicles, and other equipment. Includes the management of the LG's stores. Does not include the acquisition of information technology and telecommunications.	✓	
Public Health	The function of managing, monitoring, and regulating activities to protect and improve public health under the terms of the Public Health Act, health codes, standards and regulations.	✓	
Rates & Valuations	The function of managing, regulating, setting, and collecting income through the valuation of rateable land and other charges.	✓	
Recreation & Cultural Services	The function of LG in arranging, promoting, or encouraging programs and events in visual arts, craft, music, performing arts, sports and recreation, cultural activities and services.	✓	
Risk Management	The function of managing and reducing the risk of loss of LG properties and equipment and risks to personnel.	✓	✓
Roads	The provision of road construction and maintenance of rural roads and associated street services to property owners within the LG area.	✓	✓
Sewerage & Drainage	The function of designing and constructing, maintaining, and managing the liquid waste system, including drainage, sewerage collection and treatment, stormwater and flood mitigation works.	✓	✓
Traffic & Transport	The function of planning for transport infrastructure and the efficient movement and parking of traffic. Encompasses all service/facilities above the road surface and includes all forms of public transport.	✓	✓
Waste Management	The function of providing services by the LG to ratepayers for the removal of solid waste, destruction and waste reduction.	✓	✓

<i>Function</i>	<i>Brief Description of LG Function</i>	<i>Performed by the LG Tick if Yes</i>	<i>Performed by an External Agency Tick if Yes</i>
Water Supply	The function of managing the design, construction, maintenance and management of water supplies, either by the LG or by service providers.	✓	✓

## Appendix 2- Legislation and Regulations that may be wholly or partly administered by Local Government, and Local Laws of the Local Government

<i>Legislation, Regulations and Local Laws</i>	<i>Tick if YES, the LG administers</i>
Agriculture and Related Resources Protection Act 1976	
Animal Welfare Act 2002	
Building Act 2011	✓
Building Regulations 2012	✓
Bush Fires Act 1954	✓
Bush Fire Regulations	✓
Caravan Parks and Camping Grounds Act 1995	✓
Caravan Parks and Camping Grounds Regulations 1997	✓
Cat Act 2011	✓
Cemeteries Act 1986	✓
Dangerous Goods Safety Act 2004	
Disability Services Act 1993	✓
Dog Act 1976	✓
Dog Regulations 2013	✓
Emergency Management Act 2005	✓
Environmental Protection Act 1986	✓
Environmental Protection (Noise) Regulations 1997	✓
Fire and Emergency Services Act 1998	✓
Fire Brigades Act 1942	✓
Food Act 2008	✓
Food Regulations 2009	✓
Hairdressing Establishment Regulations 1972	
Health (miscellaneous Provisions) Act 1911	✓
Health Regulations	✓
Heritage of Western Australia Act 1990	
Land Administration Act 1997	
Litter Act 1979	✓

<i>Legislation, Regulations and Local Laws</i>	<i>Tick if YES, the LG administers</i>
Liquor Control Act 1988	✓
Local Government Act 1995	✓
Local Government (Miscellaneous Provisions) Act 1960	✓
Local Government Grants Act 1978	✓
Local Government Regulations	✓
Main Roads Act 1930	✓
Parks and Reserves Act 1895	✓
Planning and Development Act 2005	✓
Public Health Act 2016	✓
Radiation Safety Act 1975	
Radiation Safety Regulations	
Rates and Charges (Rebates and Deferments) Act 1992	✓
Rights in Water and Irrigation Act 1914	
Residential Design Codes of WA	✓
Road Traffic Act 1974	✓
Strata Titles Act 1985	✓
Telecommunications Act (Commonwealth) 1997	✓
Telecommunications (Low Impact Facilities) Determination 1997	✓
Transfer of Land Act 1893	✓
Valuation of Land Act 1978	✓
Waterways Conservation Act 1976	✓
<b>Local Laws of the Shire of Bruce Rock</b>	
Local Laws Relating to Fencing	✓
Cemeteries Local Law 2005	✓
Local Government Property Local Law	✓
Parking and Parking Facilities Local Law	✓
Activities on Thoroughfares & Trading in thoroughfares & Public Places Local Law 2004	✓
Dogs Local Law 2005	✓

<i>Legislation, Regulations and Local Laws</i>	<i>Tick if YES, the LG administers</i>
Health Local Laws 2006	✓
Animals Environmental and Nuisance Local Laws 2016	✓

### Appendix 3 - Other Legislation and Regulations affecting the functions and operations of the Local Government

<i>Other Legislation and Regulations</i>	<i>Tick if YES</i>
Building Services (Registration) Act 2011	✓
Conservation and Land Management Act 1984	✓
Contaminated Sites Act 2003	✓
Criminal Code 1913	
Electronic Transactions Act 2011	
Equal Opportunity Act 1984	✓
Evidence Act 1906	
Freedom of Information Act 1992	✓
Freedom of Information Regulations 1993	✓
Industrial Awards	✓
Industrial Relations Acts (State and Federal)	✓
Interpretation Act 1984	✓
Legal Deposit Act 2012	
Library Board of Western Australia Act 1951	✓
Limitation Act 1935, 2005	
Museum Act 1969	✓
Occupational Safety and Health Act 1984	✓
Occupational Safety & Health Regulations 1996	✓
Parliamentary Commissioner Act 1971	
Police Act 1982	
Soil and Land Conservation Act 1945	
State Records Act 2000	✓
State Records (Consequential Provisions) Act 2000	✓
State Records Commission Principles & Standards	✓
Swan and Canning Rivers Management Act 2006	
Workers Compensation and Injury Management Act 1981	✓
Working with Children (Criminal Record Checking Act) 2004	✓

#### **Appendix 4 - Government and Industry Standards and Codes of Practice that have been imposed upon or adopted by the Local Government**

<i>Other Legislation and Regulations</i>	<i>Tick if YES</i>
Australian Accounting Standards	✓
Australian Records Management Standard ISO/AS 15489	✓
General Disposal Authority for Local Government Records	✓
National Competition Policy	✓

## Appendix 5 - Shire of Bruce Rock Record Elected Member Records – Capture and Management

<b>Policy Name:</b>	<b>Elected Member Records – Capture and Management</b>
<b>Statutory Context:</b>	State Records Act 2000 Freedom of Information Act 1992 Local Government Act 1995
<b>Corporate Context:</b>	None
<b>Date Adopted:</b>	TBD
<b>Date Reviewed:</b>	

**Policy: Introduction**

Each elected member is responsible for determining which records are required for capture, management, and submission of the record to the CEO for storage.

The Shire as an organisation, in meeting its obligations to facilitate the capture and management of elected member records will:

- a. Provide a collection point readily accessible to each elected member to deposit the required materials.
- b. Materials collected will be separated according to elected member and financial year of deposit.
- c. For electronic records (emails, digital photos etc.), a storage device suitable for back up of all electronic records will be provided at least once per year.
- d. The storage device is to then be deposited with other required materials.
- e. Where a copy of the record is to be retained by the elected member, photocopying or other duplicating as necessary, will be provided without charge.

**Access to the Records**

Access to the records created may be required, and is to be facilitated by the CEO:

- a. As permitted under various legislation such as the Local Government Act, the Freedom of Information Act etc.
- b. By order of an authorised body such as a Court of Law etc.
- c. By a representative of an authorised body such as the Ombudsman or Corruption and Crime Commission etc.



## Appendix 6 – Record Keeping Policy

<b>Policy Name:</b>	Record Keeping Policy
<b>Statutory Context:</b>	State Records Act 2000 Freedom of Information Act 1992
<b>Corporate Context:</b>	Policy 2.5 Elected Members Records – Capture & Management Record Keeping Executive Instruction
<b>Date Adopted:</b>	TBD
<b>Date Reviewed:</b>	

### **Policy: Introduction**

The CEO is to prepare and maintain a detailed Executive Instruction regarding this matter, which is to include but is not limited to:

- a. Acknowledge the priority of the State Records Act 2000 and instructions from the State Records Office.
- b. The creation, capture, and control of records
- c. The security and protection of records
- d. Access to records
- e. Appraisal, retention, and disposal of records

## Appendix 7 – Record Keeping Executive Instruction

### Record Keeping Executive Instruction

#### Introduction

The Shire of Bruce Rock is required to keep records in accordance with the State Records Act 2000. This Record Keeping Executive Instruction is to ensure that all information captured, created, retained, and disposed of by the Shire is done so in accordance with this Act. This Executive Instruction has been created in accordance with the various standards set by the State Records Office. If any part of this instruction does not meet the standard required by the State Records Office or the Act that part shall be null, and void and employees are required to follow the process, or guidelines provided by the Office or the Act. Employees are to notify the CEO if and when this occurs so that this instruction may be updated.

#### Scope

This Executive Instruction applies to all Shire employees, volunteers, and contractors.

#### Record Keeping Standards at the Shire of Bruce Rock

##### *Creation of Records*

All employees, volunteers and contractors will create full and accurate records, in the appropriate format, of the Shire of Bruce Rock business decisions to meet all legislative, business, administrative, financial, evidential, and historical requirements.

##### *Capture and Control of Records*

All records created and received in the course of Shire of Bruce Rock business are to be captured at the point of creation, regardless of format, with required metadata, into appropriate record keeping and business systems that are managed in accordance with sound record keeping principles.

##### *Security and Protection of Records*

All records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements.

##### *Access to Records*

Access to the Shire of Bruce Rock's records by staff and contractors will be in accordance with designated access and security classifications. Access to the Shire of Bruce Rock's records by the general public will be in accordance with the Freedom of Information Act 1992 and Shire of Bruce Rock policy. Access to the Shire of Bruce Rock's records by elected members will be via the Chief Executive Officer in accordance with the Local Government Act 1995.

##### *Appraisal, Retention and Disposal of Records*

All records kept by the Shire of Bruce Rock will be retained and disposed of in accordance with the General Retention and Disposal Authority for Local Government Information, produced by the State Records Office of WA.

## **Record Keeping Processes**

### *Inward Correspondence*

- All inward correspondence addressed to the Shire of Bruce Rock to be opened as soon as possible.
- All inward correspondence to be dated when received.
- All correspondence to be forwarded to Chief Executive Officer or person acting in that position in the CEO's absence.
- Chief Executive Officer to prioritise and delegate correspondence to appropriate employees.
- CEO returns correspondence to employee responsible for Record Keeping to place Title, Reference Number and brief summary which is recorded on the Altus records management system, and the document is scanned.
- Details passed to Officers to complete task related to correspondence and then it return to filing tray.
- Correspondence to be filed.

### *Outward Correspondence*

- Outward correspondence to be recorded in mail book with date, cost and name of receiver.
- Outward correspondence to be copied and place in filing tray with appropriate file reference (if known).
- Employee responsible for Record Keeping is to place reference number on correspondence.
- Correspondence Title, Reference Number and brief summary to be recorded on the Altus records management system.
- Correspondence to be filed.

### *Email Management*

Emails are to be categorised by the officer that receives them as either a business email, ephemeral email or personal email in accordance with the definitions provided by the State Records Office. All business emails must be stored in Altus with an appropriate title, reference number and brief summary. This process must occur as soon as is practicable. Prior to this process occurring emails may be stored on the computer and backed up daily. Ephemeral emails and personal emails may be destroyed in accordance with the General Retention and Disposal Authority for Local Government Information, produced by the State Records Office of WA.

### *Electronic Data*

All electronic data is to be captured and stored in either the Synergy Soft Program or Altus Program. Any data that is unable to be saved this way should be printed off and stored on file as per correspondence in accordance with SRO guidelines. Electronic data that is unable to stored via either of these two methods

should be saved to a hard drive and backed up. A note should be made on the Altus program as to the location of the data and where possible notes should be made on the hard drive.

#### *Website Management*

Information on the website is maintained on a monthly basis. A register of changes to the website is maintained by the responsible employee. A 'snapshot' is to be taken annually and stored on the Altus program.

#### *Metadata Management*

All information stored at the Shire of Bruce Rock is to contain the minimum level of metadata required for information by the State Records Commission. This includes the author/creator of the document, the date/s, identifier, information classification, disposal, description and format. This metadata is to be captured via the Altus Software during the process of uploading information and documents. Metadata is to be managed and aspects should be standardised as much as possible to ensure a high standard of record quality, discoverability and reusability.

#### *Access to Records*

- Hard copy records are stored in a locked/secure room accessible only to selected staff.
- Electronic records have varying degrees of access depending on delegations assigned to staff within the organisation. Electronic records are backed up on a regular basis.
  - Backups are checked on a daily basis
  - Backups are tested on a daily basis
  - Backups are encrypted at rest
  - Backups are encrypted in transit

#### *Retention and Disposal of Information*

The Shire of Bruce Rock uses the General Retention and Disposal Authority for Local Government Information (GRDALG), produced by the State Records Office, for the retention and disposal of its records. This occurs on a needs basis only. The following process is to occur:

Files are assessed upon closure. When files are appraised, they are carefully checked before disposal in case there are multiple disposal requirements in a single file. In this case the longest retention period applies (e.g. 7 years and destroy; or 5 years and archive), the 5 years and archive would be applied if only a single piece of correspondence requiring archiving (as documents cannot be removed from files, therefore the whole file must be archived):

- Access the file close to location (Separate Open and Closed file sections)

- Assess the file according to GDA guidelines
- Apply appropriate disposal action (writing in pencil on file the disposal authority number, and period required for holding before either archiving or destroying)
- Repeat above process for each file
- At completion of appraisal process separate files into “Archive” and “Destruction” piles
- Sort files within each grouping by year of Archive or Destruction. If Destruction or Archival due current year, deal with as follows:

Fill out destruction schedule by:

- Filling in file number, file title, date range, box number, destruction period, GDA Reference.
- Sign off as Recommending Officer
- Pass to CEO for signing of approval to destroy
- Destroy by SRO recommended method as quoted in Local Government General Disposal
- Place copy of destruction approval sheets on file for permanent retention as per SRO requirements.

Fill out archiving sheet by:

- Filling in file number, file title, date range, box number, Archive period, GDA Reference
- Contact State Records Office to discuss arrangements as to whether files can be transported directly to SRO or are required to be held by Shire.
- Place copy of Archive list on file for future retention

### *Digitization*

Employees are to follow the above established procedures to scan all incoming, hard copy, correspondence in accordance with the requirements of the *General Disposal Authority for Source Records* and the *SRO Guideline: Digitization Specification*. The original hard copy correspondence, once reproduced electronically, will be treated as copies/duplicates and as such will be retained to meet operational requirements and eventually destroyed in accordance with SRO Guidelines.

**Appendix 8 - List of Authorised Heading**

**Shire of Bruce Rock List of Authorised Headings**

## **1. ADMINISTRATION**

### **1.1. PERSONNEL**

#### **1.1.1 INTERNAL OFFICERS**

- 1.1.1.1 CHIEF EXECUTIVE OFFICER (CEO)
- 1.1.1.2 DEPUTY CHIEF EXECUTIVE OFFICER (DCEO)
- 1.1.1.3 PRINCIPAL ENVIRONMENTAL HEALTH OFFICER / BUILDING SURVEYOR (EHO)
- 1.1.1.4 SENIOR FINANCE OFFICER (SFO)
- 1.1.1.5 PROJECT OFFICER
- 1.1.1.6 SENIOR ADMINISTRATION OFFICER (SAO)
- 1.1.1.7 CUSTOMER SERVICE OFFICER (CSO)
- 1.1.1.8 EXECUTIVE SUPPORT OFFICER (EXO)
- 1.1.1.9 NATURAL RESOURCE MANAGEMENT OFFICER (NRMO)
- 1.1.1.10 BE-ACTIVE SPORT & RECREATION COORDINATOR
- 1.1.1.11 MEDICAL CENTRE STAFF

#### **1.1.2 EXTERNAL OFFICERS**

- 1.1.2.1 WORKS FOREMAN & CREW
- 1.1.2.2 CONSTRUCTION FOREMAN & CREW
- 1.1.2.3 WORKSHOP FOREMAN
- 1.1.2.4 SWIMMING POOL MANAGER
- 1.1.2.5 BUILDER
- 1.1.2.6 RECREATION CENTRE CURATOR
- 1.1.2.7 CLEANERS
- 1.1.2.8 EVENTS COORDINATOR

#### **1.1.3 POSITIONS VACANT**

- 1.1.3.1 WORK EXPERIENCE
- 1.1.3.2 UNSOLICITED APPLICATIONS

#### **1.1.4 STAFF TRAINING**

- 1.1.4.1 CONFERENCES AND SEMINARS
- 1.1.4.2 GENERAL CORRESPONDENCE

#### **1.1.5 SUPERANNUATION**

- 1.1.5.1 WA LOCAL GOVERNMENT SUPERANNUATION (WALGS)
- 1.1.5.2 GENERAL CORRESPONDENCE

#### **1.1.6 AWARDS AND SALARIES**

- 1.1.6.1 LOCAL GOVERNMENT OFFICERS (WA) AWARD 1975
- 1.1.6.2 MUNICIPAL OUTSIDE WORKERS (COUNTRY DISTRICTS)
- 1.1.6.3 EQUAL EMPLOYMENT OPPORTUNITIES - GENERAL
- 1.1.6.4 EQUAL EMPLOYMENT OPPORTUNITIES - RETURNS
- 1.1.6.5 AWARDS - GENERAL
- 1.1.6.6 SALARIES
- 1.1.6.7 UNION CORRESPONDENCE
- 1.1.6.8 MUNICIPAL EMPLOYEES AWARD (LEAVE ENTITLEMENTS AND RDO'S)
- 1.1.6.9 WORKPLACE SOLUTIONS UPDATES

#### **1.1.7 OCCUPATIONAL HEALTH AND SAFETY**

- 1.1.7.1 GENERAL CORRESPONDENCE

#### **1.1.8 CONTRACTS**

- 1.1.8.1 CONTRACTS

#### **1.1.9 PUBLIC INTEREST DISCLOSURE ACT**

- 1.1.9.1 PUBLIC INTEREST DISCLOSURE ACT

## **1.2. BOUNDARIES, STATISTICS, SURVEYS AND COMPLAINTS**

### **1.2.1 BOUNDARIES**

- 1.2.1.1 LOCAL GOVERNMENT BOUNDARIES - STRUCTURAL REFORM AND AMALGAMATIONS
- 1.2.1.2 WARD BOUNDARIES
- 1.2.1.3 ELECTORAL BOUNDARIES
- 1.2.1.4 BUSH FIRE ZONE BOUNDARIES
- 1.2.1.5 OTHER AUTHORITY BOUNDARIES
- 1.2.1.6 BOUNDARIES - GENERAL

### **1.2.2 STATISTICS**

- 1.2.2.1 STATISTICS - GENERAL
- 1.2.2.2 STATISTICS - RETURNS
- 1.2.2.3 AUSTRALIAN BUREAU OF STATISTICS - GENERAL CORRESPONDENCE
- 1.2.2.4 OTHER STATISTICS

### **1.2.3 SURVEYS**

- 1.2.3.1 SURVEYS - COMMUNITY
- 1.2.3.2 SURVEYS - CUSTOMER
- 1.2.3.3 SURVEYS - LOCAL GOVERNMENT
- 1.2.3.4 SURVEYS - GENERAL

### **1.2.4 COMPLAINTS**

- 1.2.4.1 COMPLAINTS - GENERAL

## **1.3 COMMUNITY AND RECREATION SERVICES**

### **1.3.1 LIBRARY SERVICES**

- 1.3.1.1 LIBRARY - GENERAL CORRESPONDENCE
- 1.3.1.2 LIBRARY - ANNUAL RETURNS
- 1.3.1.3 LIBRARY - TRAINING

### **1.3.2 EVENTS AND CEREMONIES**

- 1.3.2.1 BACK TO THE BUSH REUNION - VIETNAM VETERANS
- 1.3.2.2 CITIZENSHIP/NATURALISATION CEREMONIES
- 1.3.2.3 AUSTRALIA DAY CELEBRATIONS
- 1.3.2.4 VOLUNTEER CELEBRATIONS
- 1.3.2.5 BRUCE ROCK AGRICULTURAL SHOW
- 1.3.2.6 NEW RESIDENTS FUNCTION
- 1.3.2.7 AMPHITHEATRE & HALL EVENTS
- 1.3.2.8 ANZAC DAY
- 1.3.2.9 OTHER EVENTS

### **1.3.3 COMMUNITY AWARDS AND ACKNOWLEDGEMENTS**

- 1.3.3.1 ANNUAL SHIRE SPORTS AWARDS
- 1.3.3.2 VOLUNTEER AWARDS
- 1.3.3.3 OTHER AWARDS
- 1.3.3.4 TIDY TOWNS
- 1.3.3.5 LETTERS OF SUPPORT, RECOMMENDATION AND CONGRATULATIONS

### **1.3.4 COMMUNITY ORGANISATIONS**

- 1.3.4.1 BRUCE ROCK SENIOR CITIZENS
- 1.3.4.2 VIETNAM VETERANS GROUP
- 1.3.4.3 ST JOHN AMBULANCE BRUCE ROCK SUB BRANCH
- 1.3.4.4 HOMES FOR THE AGED COMMITTEE
- 1.3.4.5 BABAKIN PROGRESS ASSOCIATION
- 1.3.4.6 SHACKLETON PROGRESS ASSOCIATION
- 1.3.4.7 CENTRAL AGCARE
- 1.3.4.8 CHURCH GROUPS
- 1.3.4.9 SHACKLETON GARDEN CLUB
- 1.3.4.10 PLAYGROUP
- 1.3.4.11 DAYCARE
- 1.3.4.12 BRUCE ROCK RURAL YOUTH
- 1.3.4.13 OTHER



**1.3.5 COMMUNITY HALLS**

- 1.3.5.1 BRUCE ROCK HALL
- 1.3.5.2 BABAKIN HALL
- 1.3.5.3 SHACKLETON HALL
- 1.3.5.4 AMPHITHEATRE
- 1.3.5.5 OTHER

**1.3.6 RECREATION GROUNDS, PARKS AND FACILITIES**

- 1.3.6.1 BRUCE ROCK RECREATION GROUNDS
- 1.3.6.2 BRUCE ROCK SKATE PARK
- 1.3.6.3 BRUCE ROCK APEX PARK
- 1.3.6.4 BRUCE ROCK POLOCROSSE / PONY CLUB
- 1.3.6.5 BRUCE ROCK GOLF COURSE / CLUBHOUSE
- 1.3.6.6 ARDATH GOLF COURSE / CLUBHOUSE
- 1.3.6.7 ARDATH TENNIS CLUB
- 1.3.6.8 BABAKIN SPORTS PAVILION
- 1.3.6.9 SHACKLETON GOLF COURSE / CLUBHOUSE
- 1.3.6.10 OTHER

**1.3.7 SWIMMING POOLS - COUNCIL OPERATED**

- 1.3.7.1 BRUCE ROCK AQUATIC CENTRE
- 1.3.7.2 BRUCE ROCK HYDROTHERAPY POOL
- 1.3.7.3 WATER RESULTS
- 1.3.8.4 GENERAL CORRESPONDENCE

**1.3.8 SPORTING AND RECREATIONAL CLUBS**

- 1.3.8.1 ARDATH GOLF CLUB
- 1.3.8.2 ARDATH TENNIS CLUB
- 1.3.8.3 BRUCE ROCK BOWLING CLUB
- 1.3.8.4 BRUCE ROCK / SHACK / ARDATH CRICKET CLUB
- 1.3.8.5 BRUCE ROCK FOOTBALL CLUB
- 1.3.8.6 BRUCE ROCK GOLF CLUB
- 1.3.8.7 BRUCE ROCK HOCKEY CLUB
- 1.3.8.8 BRUCE ROCK BASKETBALL CLUB
- 1.3.8.9 BRUCE ROCK NETBALL CLUB
- 1.3.8.10 BRUCE ROCK PONY CLUB
- 1.3.8.11 BRUCE ROCK SQUASH CLUB
- 1.3.8.12 BRUCE ROCK SWIMMING CLUB
- 1.3.8.13 BRUCE ROCK TENNIS CLUB
- 1.3.8.14 SHACKLETON BOWLING CLUB
- 1.3.8.15 OTHER

**1.3.9 COMMUNITY WELFARE, SAFETY AND DEVELOPMENT**

- 1.3.9.1 CRIME PREVENTION
- 1.3.9.2 ABORIGINAL AND TORRES STRAIT ISLANDERS
- 1.3.9.3 AGED CARE SERVICES
- 1.3.9.4 DISABLED ACCESS AND FACILITIES
- 1.3.9.5 COMMUNITY DEVELOPMENT - GENERAL
- 1.3.9.6 YOUTH SERVICES
- 1.3.9.7 DRUG CONTROL
- 1.3.9.8 CHILD CARE
- 1.3.9.9 COUNSELLING SERVICES
- 1.3.9.10 FAMILY SUPPORT
- 1.3.9.11 HOME CARE (HACC)
- 1.3.9.12 MEALS ON WHEELS
- 1.3.9.13 RESPITE CARE

**1.3.10 TOURISM**

- 1.3.10.1 GENERAL CORRESPONDENCE
- 1.3.10.2 ROE TOURISM ASSOCIATION
- 1.3.10.3 EVENTS COORDINATION AND PROMOTION
- 1.3.10.4 CENTRAL WHEATBELT VISITOR CENTRE

**1.3.11 RETAIL, TRADE & BUSINESSES**

- 1.3.11.1 BRUCE ROCK TELECENTRE
- 1.3.11.2 BRUCE ROCK COMMUNITY SERVICES (BENDIGO BANK)
- 1.3.11.3 OTHER

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**1.4 OFFICE EQUIPMENT**

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**1.4.1 ELECTRICAL**

- 1.4.1.1 COMPUTERS - MAINTENANCE, OPERATION AND CONTRACTS
- 1.4.1.2 SOFTWARE - MAINTENANCE, OPERATION AND ACONTRACTS
- 1.4.1.3 IT VISION - GENERAL CORRESPONDENCE
- 1.4.1.4 IT VISION - MINUTES OF USER GROUP MEETINGS
- 1.4.1.5 IT VISION - MAINTENANCE AND OPERATION
- 1.4.1.6 PHOTOCOPIER
- 1.4.1.7 TELEPHONE AND FACSIMILE - MAINTENANCE AND OPERATION
- 1.4.1.8 GENERAL ELECTRICAL EQUIPMENT
- 1.4.1.9 MOBILE PHONES AND TWO-WAY RECEIVER
- 1.4.1.10 WEBSITE
- 1.4.1.11 SECURITY ACCESS

**1.4.2 PRINTING AND STATIONERY**

- 1.4.2.1 QUOTATIONS
- 1.4.2.2 LOCAL GOVERNMENT PUBLICATIONS
- 1.4.2.3 COUNCIL NEWSLETTERS
- 1.4.2.4 ROCK REVIEW

**1.4.3 FURNITURE**

- 1.4.3.1 QUOTATIONS
- 1.4.3.2 MAINTENANCE AND REPLACEMENT

**1.4.4 RECORDS MANAGEMENT**

- 1.4.4.1 STATE RECORDS ACT
- 1.4.4.2 RECORD KEEPING PLANS
- 1.4.4.3 FREEDOM OF INFORMATION - GENERAL
- 1.4.4.4 FREEDOM OF INFORMATION - APPLICATIONS
- 1.4.4.5 RETENTION AND DISPOSAL
- 1.4.4.6 LEGAL ADVICE
- 1.4.4.7 GENERAL CORRESPONDENCE
- 1.4.4.8 DOCFIND (OLD FILING SYSTEM)

**1.4.5 MEDIA LIAISON**

- 1.4.5.1 ADVERTISING - GENERAL
- 1.4.5.2 MEDIA INTERVIEWS
- 1.4.5.3 MEDIA REQUESTS FOR INFORMATION

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**1.5 HISTORY AND HERITAGE**

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**1.5.1 HISTORY AND HERITAGE**

- 1.5.1.1 NATIONAL TRUST
- 1.5.1.2 MUNICIPAL HERITAGE INVENTORY
- 1.5.1.3 MUSEUMS
- 1.5.1.4 GENERAL CORRESPONDENCE

<b>1.6</b>	<b>GOVERNMENT DEPARTMENTS &amp; ORGANISATIONS</b>
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**1.6.1 DEPARTMENT OF LOCAL GOVERNMENT & REGIONAL DEVELOPMENT**

- 1.6.1.1 BULLETINS
- 1.6.1.2 CIRCULARS
- 1.6.1.3 BUILDING NOTES
- 1.6.1.4 LAW NOTES
- 1.6.1.5 GENERAL CORRESPONDENCE
- 1.6.1.6 COMPLIANCE AUDIT REPORT

**1.6.2 MAIN ROADS WESTERN AUSTRALIA (MRWA)**

- 1.6.2.1 GENERAL CORRESPONDENCE
- 1.6.2.2 CIRCULARS
- 1.6.2.3 WHEATBELT SOUTH ROAD GROUP - GENERAL CORRESPONDENCE
- 1.6.2.4 WHEATBELT SOUTH ROAD GROUP - MEETING MINUTES AND AGENDAS
- 1.6.2.5 ROE SUB GROUP
- 1.6.2.6 ROADS 2020
- 1.6.2.7 BLACK SPOT FUNDING
- 1.6.2.8 ROADS TO RECOVERY

**1.6.3 POLICE DEPARTMENT OF WESTERN AUSTRALIA**

- 1.6.3.1 TEMPORARY ROAD CLOSURES
- 1.6.3.2 GENERAL CORRESPONDENCE
- 1.6.3.3 CONSTABLE CARE PROGRAM
- 1.6.3.4 BRUCE ROCK LIQUOR ACCORD

**1.6.4 DEPARTMENT OF LAND INFORMATION (DOLI) - *previously DOLA***

- 1.6.4.1 GENERAL CORRESPONDENCE
- 1.6.4.2 RURAL STREET NUMBERING PROJECT

**1.6.5 WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)**

- 1.6.5.1 SURVEYS
- 1.6.5.2 CIRCULARS
- 1.6.5.3 LAW NOTES
- 1.6.5.4 LINKING COUNCIL'S AND COMMUNITIES PROJECT
- 1.6.5.5 GENERAL CORRESPONDENCE
- 1.6.5.6 GREAT EASTERN WARD ZONE - MEETING MINUTES AND AGENDAS
- 1.6.5.7 GREAT EASTERN WARD ZONE - GENERAL CORRESPONDENCE
- 1.6.5.8 MUNICIPAL WASTE ADVISORY COUNCIL
- 1.6.5.9 ROMAN ROAD MANAGEMENT

**1.6.6 WHEATBELT DEVELOPMENT COMMISSION (WDC)**

- 1.6.6.1 MEETING MINUTES AND AGENDAS
- 1.6.6.2 GENERAL CORRESPONDENCE

**1.6.7 WHEATBELT AREA CONSULTATIVE COMMITTEE (WACC)**

- 1.6.7.1 GENERAL CORRESPONDENCE

**1.6.8 WESTERN AUSTRALIAN PLANNING COMMISSION (WAPC)**

- 1.6.8.1 GENERAL CORRESPONDENCE

**1.6.9 WHEATBELT EAST REGIONAL ORGANISATION OF COUNCILS (WE-ROC)**

- 1.6.9.1 MEETING MINUTES AND AGENDAS
- 1.6.9.2 GENERAL CORRESPONDENCE
- 1.6.9.3 WE-ROC TOURISM GROUP
- 1.6.9.4 SHARED STAFF RESOURCING

**1.6.10 AGRICULTURE DEPARTMENT OF WESTERN AUSTRALIA**

- 1.6.10.1 GENERAL CORRESPONDENCE
- 1.6.10.2 AGRICULTURAL PROTECTION BOARD

**1.6.11 ELECTRICITY / POWER SUPPLY**

- 1.6.14.1 DISRUPTION TO SERVICES
- 1.6.14.2 GENERAL CORRESPONDENCE

- 1.6.12 TELECOMMUNICATIONS**
  - 1.6.12.1 DISRUPTION TO SERVICES
  - 1.6.12.2 GENERAL CORRESPONDENCE
- 1.6.13 WATER SUPPLY**
  - 1.6.13.1 DISRUPTION TO SERVICES
  - 1.6.13.2 GENERAL CORRESPONDENCE
  - 1.6.13.3 WATER RESTRICTIONS AND SPRINKLER BANS
- 1.6.14 LANDCORP**
  - 1.6.14.1 LAND PURCHASE
  - 1.6.14.2 GENERAL CORRESPONDENCE
- 1.6.15 DEPARTMENT OF SPORT & RECREATION**
  - 1.6.15.1 GENERAL CORRESPONDENCE
  - 1.6.15.2 BE-ACTIVE GENERAL CORRESPONDENCE
  - 1.6.15.3 BE-ACTIVE MINUTES
- 1.6.16 LOCAL GOVERNMENT MANAGERS ASSOCIATION (LGMA)**
  - 1.6.16.1 GENERAL CORRESPONDENCE
  - 1.6.16.2 LGMA NATIONAL & STATE CONFERENCES
  - 1.6.16.3 LGMA ZONE BRANCH MEETINGS MINUTES & CORRESPONDENCE
- 1.6.17 DEPARTMENT FOR PLANNING & INFRASTRUCTURE (*not licensing*)**
  - 1.6.17.1 GENERAL CORRESPONDENCE
- 1.6.18 DISABILITY SERVICES COMMISSION**
  - 1.6.18.1 GENERAL CORRESPONDENCE
- 1.6.19 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (ALGA)**
  - 1.6.19.1 GENERAL CORRESPONDENCE
  - 1.6.19.2 MEETINGS - MINUTES AND AGENDAS
- 1.6.20 DEPARTMENT OF HOUSING & WORKS**
  - 1.6.20.1 GENERAL CORRESPONDENCE
  - 1.6.20.2 COUNTRY HOUSING AUTHORITY
  - 1.6.20.3 GOVERNMENT OFFICERS REGIONAL HOUSING (GROH)
  - 1.6.20.4 JOINT VENTURE HOUSING
- 1.6.21 DEPARTMENT OF EDUCATION & TRAINING**
  - 1.6.21.1 GENERAL CORRESPONDENCE
  - 1.6.21.2 BRUCE ROCK SCHOOL
  - 1.6.21.3 BABAKIN SCHOOL
- 1.6.22 SMALL BUSINESS DEVELOPMENT CORPORATION**
  - 1.6.22.1 SMALL BUSINESS DEVELOPMENT CORPORATION
  - 1.6.22.2 SMALL BUSINESS CENTRE EASTERN WHEATBELT

## **1.7 CEMETERIES**

- 1.7.1 BRUCE ROCK CEMETERY**
  - 1.7.1.1 BURIAL NOTICES - FUNERAL ADVICE FORMS
  - 1.7.1.2 CEMETERY ENQUIRIES
  - 1.7.1.3 GENERAL CORRESPONDENCE
  - 1.7.1.4 MONUMENTAL WORKS
  - 1.7.1.5 FUNERAL DIRECTORS CORRESPONDENCE
  - 1.7.1.6 RESERVATIONS

## **2. COUNCIL FUNCTIONS**

### **2.1 COUNCILLORS**

#### **2.1.1 COUNCILLOR REPRESENTATION**

- 2.1.1.1 PERSONAL PROFILES
- 2.1.1.2 ANNUAL AND PRIMARY RETURNS
- 2.1.1.3 DECLARATIONS OF INTEREST
- 2.1.1.4 LEAVE APPLICATIONS
- 2.1.1.5 TRAINING
- 2.1.1.6 ALLOWANCES (INCLUDING TRAVEL PHONE)
- 2.1.1.7 GENERAL CORRESPONDENCE
- 2.1.1.8 NOMINATIONS & VACANCIES TO EXTERNAL BODIES

#### **2.1.2 MEETINGS & FUNCTIONS**

- 2.1.2.1 COUNCIL FUNCTIONS - OTHER
- 2.1.2.2 ANNUAL AND SPECIAL ELECTORS MEETING
- 2.1.2.3 MEETINGS WITH OTHER COUNCILS
- 2.1.2.4 COUNCILLOR AND STAFF FUNCTIONS
- 2.1.2.5 COUNCIL MEETINGS
- 2.1.2.6 COMMITTEE MEETINGS
- 2.1.2.7 SPECIAL COUNCIL MEETINGS
- 2.1.2.8 OFFICER AND DELEGATES REPORTS

### **2.2 ELECTIONS**

#### **2.2.1 COUNCIL ELECTIONS**

- 2.2.1.1 ELECTORAL CORRESPONDENCE
- 2.2.1.2 POSTAL VOTES
- 2.2.1.3 ELECTORAL ROLLS
- 2.2.1.4 CANDIDATES PROFILES/NOMINATIONS
- 2.2.1.5 ADVERTISING AND PROMOTION
- 2.2.1.6 ELECTORAL RESULTS
- 2.2.1.7 FACT SHEETS
- 2.2.1.8 STATE & FEDERAL ELECTIONS

### **2.3 POLICIES, LOCAL LAWS, REGULATIONS & ACTS**

#### **2.3.1 POLICIES**

- 2.3.1.1 POLICY MANUAL
- 2.3.1.2 DISABILITY PLAN
- 2.3.1.3 PLAN FOR THE FUTURE
- 2.3.1.4 SHIRE PROFILE - LOGO
- 2.3.1.5 DELEGATED AUTHORITY REGISTER
- 2.3.1.6 BUSH FIRE POLICY

#### **2.3.2 LOCAL LAWS & REGULATIONS**

- 2.3.2.1 ACTIVITIES ON THOROUGHFARES & TRADING IN THOROUGHFARES & PUBLIC PLACES
- 2.3.2.2 CEMETERY LOCAL LAW
- 2.3.2.3 DOGS LOCAL LAW
- 2.3.2.4 FENCING LOCAL LAW
- 2.3.2.5 HEALTH LOCAL LAW
- 2.3.2.6 LOCAL GOVERNMENT PROPERTY LOCAL LAW
- 2.3.2.7 PARKING & PARKING FACILITIES LOCAL LAW
- 2.3.2.8 FIREBREAKS LOCAL LAW
- 2.3.2.9 LEGAL ADVICE
- 2.3.2.10 REPEAL LOCAL LAW
- 2.3.2.11 8 YEAR REVIEW OF LOCAL LAWS
- 2.3.2.12 GENERAL CORRESPONDENCE

**2.3.3 ACTS & REGULATIONS**

- 2.3.3.1 LOCAL GOVERNMENT ACT 1995
- 2.3.3.2 HEALTH ACT 1911
- 2.3.3.3 DOG ACT 1975
- 2.3.3.4 BUSH FIRES ACT
- 2.3.3.5 LITTERING ACT
- 2.3.3.6 BUILDING CODES OF AUSTRALIA
- 2.3.3.7 STATE RECORDS ACT 2000
- 2.3.3.8 PUBLIC BUILDING REGULATIONS
- 2.3.3.9 CARAVAN AND CAMPING GROUND ACT 1995

**2.4 COUNCIL OWNED PROPERTIES**

**2.4.1 COUNCIL OWNED PROPERTIES**

- 2.4.1.1 SHIRE OF BRUCE ROCK ADMINISTRATION OFFICE
- 2.4.1.2 SHIRE OF BRUCE ROCK DEPOT
- 2.4.1.3 MAINTENANCE AND CLEANING
- 2.4.1.4 LEASES - GENERAL CORRESPONDENCE
- 2.4.1.5 FACTORY UNITS
- 2.4.1.6 SINGLES UNITS
- 2.4.1.7 HOMES FOR THE AGED
- 2.4.1.8 OTHER JOINT VENTURE / COMMUNITY HOUSING
- 2.4.1.9 GENERAL CORRESPONDENCE

**2.4.3 WATER STANDPIPES & HYDRANTS**

- 2.4.3.1 GENERAL CORRESPONDENCE
- 2.4.3.2 MAINTENANCE AND OPERATION

### **3. TOWN PLANNING & DEVELOPMENT CONTROL**

#### **3.1 TOWN PLANNING**

##### **3.1.1 TOWN PLANNING SCHEMES**

- 3.1.1.1 TOWN PLANNING SCHEME 1
- 3.1.1.2 TOWN PLANNING SCHEME 2
- 3.1.1.3 TOWN PLANNING SCHEME 3 - SCHEME TEXT
- 3.1.1.4 TOWN PLANNING SCHEME 3 - SUBMISSIONS & GENERAL CORRESPONDENCE
- 3.1.1.5 TOWN PLANNING SCHEME 3 - CONSULTANT CORRESPONDENCE
- 3.1.1.6 TOWN PLANNING - GENERAL
- 3.1.1.7 ZONING - GENERAL

##### **3.1.2 TOWNSCAPE MASTER PLANS**

- 3.1.2.1 BRUCE ROCK
- 3.1.2.2 ARDATH
- 3.1.2.3 BABAKIN
- 3.1.2.4 BELKA
- 3.1.2.5 KWOLYIN
- 3.1.2.6 SHACKLETON

##### **3.1.3 DEVELOPMENT CONTROL**

- 3.1.3.1 COMMERCIAL DEVELOPMENTS - GENERAL
- 3.1.3.2 RURAL DEVELOPMENTS - GENERAL
- 3.1.3.3 HOME OCCUPATIONS AND COTTAGE INDUSTRY - GENERAL CORRESPONDENCE AND LICENCES
- 3.1.3.4 OTHER DEVELOPMENTS

##### **3.1.4 SUBDIVISIONS & AMALGAMATIONS**

- 3.1.4.1 SUBDIVISIONS - GENERAL CORRESPONDENCE
- 3.1.4.2 SUBDIVISIONS - APPLICATIONS
- 3.1.4.3 AMALGAMATIONS - GENERAL CORRESPONDENCE
- 3.1.4.4 AMALGAMATIONS - APPLICATIONS

##### **3.1.5 GEOGRAPHICAL / LAND INFORMATION SYSTEMS (GIS/LIS)**

- 3.1.5.1 AERIAL PHOTOGRAPHY
- 3.1.5.2 REQUESTS
- 3.1.5.3 SURVEY DATA
- 3.1.5.4 TRANSFERS

##### **3.1.6 PLANNING**

- 3.1.6.1 DEVELOPMENT CONTROL PLANS (DCP): EXPANSION STRATEGIES
- 3.1.6.2 DEVELOPMENT CONTROL PLANS (DCP): STATE PLANNING STRATEGIES AND AUDIT OF ACHIEVEMENTS
- 3.1.6.3 DEVELOPMENT CONTROL PLANS (DCP): GENERAL CORRESPONDENCE
- 3.1.6.4 COMMONWEALTH LANDS
- 3.1.6.5 LOCAL ENVIRONMENTAL PLANS (LEP)
- 3.1.6.6 REGIONAL ENVIRONMENT PLANS (REP)

#### **3.2 MINING AND MINERALS**

##### **3.2.1 MINING**

- 3.2.1.1 MINING AND MINERAL CLAIMS
- 3.2.1.2 MINING TENEMENTS
- 3.2.1.3 EXPLORATION LICENCES
- 3.2.1.4 BLASTING PERMITS
- 3.2.1.5 GENERAL CORRESPONDENCE
- 3.2.1.6 QUARRY

## **4 HEALTH AND BUILDING CONTROL**

### **4.1 HEALTH CONTROL**

#### **4.1.1 WASTE MANAGEMENT**

- 4.1.1.1 BRUCE ROCK REFUSE SITE - MAINTENANCE AND LICENCES
- 4.1.1.2 BRUCE ROCK REFUSE SITE - GENERAL
- 4.1.1.3 SEWAGE DISPOSAL
- 4.1.1.4 SEPTIC TANKS AND LEACH DRAINS
- 4.1.1.5 RECYCLING - PAPER, PLASTIC, GLASS & OIL
- 4.1.1.6 RECYCLING - GENERAL
- 4.1.1.7 REFUSE REMOVAL SERVICE
- 4.1.1.8 REFUSE REMOVAL SERVICE - NEW SERVICES
- 4.1.1.9 DRUMMUSTER - COLLECTION DATA
- 4.1.1.10 DRUMMUSTER - REIMBURSEMENTS / INVOICES
- 4.1.1.11 DRUMMUSTER - GENERAL
- 4.1.1.12 PLUMBING
- 4.1.1.13 HAZARDOUS INDUSTRIAL WASTE
- 4.1.1.14 WASTEWATER REUSE
- 4.1.1.15 ASBESTOS
- 4.1.1.16 ZERO WASTE PLAN

#### **4.1.2 HEALTH LICENCES**

- 4.1.2.1 ITINERANT VENDORS / HAWKERS / STALLHOLDERS / STREET VENDORS / BUSKERS
- 4.1.2.2 LIQUID WASTE DISPOSAL OPERATORS
- 4.1.2.3 GENERAL LICENCE ENQUIRIES
- 4.1.2.4 LIQUOR LICENCES
- 4.1.2.5 OFFENSIVE TRADES LICENCES
- 4.1.2.8 EATING HOUSE LICENCES
- 4.1.2.9 POISONS PERMIT

#### **4.1.3 PUBLIC HEALTH & BUILDING**

- 4.1.3.1 INFECTIOUS DISEASES
- 4.1.3.2 GENERAL PRACTITIONERS
- 4.1.3.3 HEALTH CENTRES
- 4.1.3.4 IMMUNISATIONS
- 4.1.3.5 CAMPING
- 4.1.3.6 PUBLIC BUILDINGS
- 4.1.3.7 SWIMMING POOLS - PUBLIC
- 4.1.3.8 SWIMMING POOLS - FENCING
- 4.1.3.9 SWIMMING POOLS
- 4.1.3.10 BRUCE ROCK HEALTH ADVISORY COMMITTEE
- 4.1.3.11 PUBLIC CONVENIENCES
- 4.1.3.12 CARAVAN PARKS
- 4.1.3.13 PEST CONTROL
- 4.1.3.14 BUILDING UNFIT FOR HUMAN HABITATION
- 4.1.3.15 HAIRDRESSERS / BEAUTICIANS ETC.
- 4.1.3.16 INFANT HEALTH NURSE
- 4.1.3.17 MEDICAL CENTRE

#### **4.1.4 DANGEROUS GOODS**

- 4.1.4.1 TRANSPORT AND STORAGE OF CHEMICALS
- 4.1.4.2 DISPOSAL OF CHEMICALS
- 4.1.4.3 GENERAL CORRESPONDENCE
- 4.1.4.4 TRANSPORT AND STORAGE OF EXPLOSIVES AND DANGEROUS GOODS
- 4.1.4.5 FIREWORKS - DISPLAYS AND GENERAL CORRESPONDENCE
- 4.1.4.6 EMERGENCY MANAGEMENT PLANS

#### **4.1.5 NOISE CONTROL**

- 4.1.5.1 NOISE RELATED SPORT
- 4.1.5.2 GENERAL CORRESPONDENCE
- 4.1.5.3 NOISE COMPLAINTS



**4.1.6 FOOD AND WATER SAFETY**

- 4.1.6.1 FOOD SAMPLE RESULTS
- 4.1.6.2 WATER SAMPLE RESULTS
- 4.1.6.3 GENE TECHNOLOGY CORRESPONDENCE
- 4.1.6.4 GENERAL CORRESPONDENCE
- 4.1.6.5 FOOD SAFETY

**4.1.7 HEALTH DEPARTMENT OF WESTERN AUSTRALIA**

- 4.1.7.1 CIRCULARS
- 4.1.7.2 FOOD SAFETY STANDARDS
- 4.1.7.3 FOOD RECALLS
- 4.1.7.4 GENERAL CORRESPONDENCE

**4.1.8 CENTRAL WHEATBELT HEALTH SCHEME *(between Kellerberrin & Bruce Rock)***

- 4.1.8.1 CWHS - AGENDAS AND MINUTES
- 4.1.8.2 CWHS - GENERAL CORRESPONDENCE

**4.1.8 OFFENSIVE TRADES**

- 4.1.8.1 GENERAL CORRESPONDENCE

**4.2 BUILDING CONTROL**

**4.2.1 BUILDING CONTROL**

- 4.2.1.1 UNAUTHORISED BUILDINGS
- 4.2.1.2 APPLICATION CORRESPONDENCE
- 4.2.1.3 BUILDERS REGISTRATION BOARD (B.R.B) CORRESPONDENCE
- 4.2.1.4 B.C.I.T.F CORRESPONDENCE
- 4.2.1.5 MONTHLY BUILDING LEVY COLLECTION (BCITF & BRB)
- 4.2.1.6 MONTHLY BUILDING STATISTICS (ABS)
- 4.2.1.7 DEMOLITIONS
- 4.2.1.8 BUILDING CONTROL GENERAL

**4.2.2 SIGNS & HOARDINGS**

- 4.2.2.1 ADVERTISING SIGNS AND HOARDINGS - INDUSTRIAL & COMMERCIAL
- 4.2.2.2 ROADSIDE ADVERTISING
- 4.2.2.3 SIGN LICENCE APPLICATIONS

## **5. LAW, ORDER AND PUBLIC SAFETY (RANGER)**

### **5.1 EMERGENCY MANAGEMENT**

#### **5.1.1 FIRE AND EMERGENCY SERVICES AUSTRALIA (FESA)**

- 5.1.1.1 GENERAL CORRESPONDENCE
- 5.1.1.2 AWARDS AND HONOURS
- 5.1.1.3 SERVICES CHARGES AND LEVIES - ESL
- 5.1.1.4 MEETING MINUTES AND AGENDAS
- 5.1.1.5 MERREDIN DISTRICT OPERATIONAL ADVISORY COMMITTEE (DOAC)
- 5.1.1.6 VOLUNTEER EMERGENCY SERVICE UNIT
- 5.1.1.7 BUSH FIRE BRIGADE GRANTS ACQUITTAL
- 5.1.1.8 OTHER EMERGENCY SERVICES GRANTS

#### **5.1.2 LOCAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE (LEMAC)**

- 5.1.2.1 GENERAL CORRESPONDENCE
- 5.1.2.2 MEETING MINUTES AND AGENDAS
- 5.1.2.3 PLANNING AND POLICIES
- 5.1.2.4 EMERGENCY MANAGEMENT ARRANGEMENTS / PLANS
- 5.1.2.5 EMERGENCY MANAGEMENT RECOVERY / PLANS
- 5.1.2.6 EMERGENCY MANAGEMENT ACT COMPLIANCE

#### **5.1.3 BUSH FIRE ADVISORY COMMITTEE**

- 5.1.3.1 GENERAL CORRESPONDENCE
- 5.1.3.2 MEETING MINUTES AND AGENDAS

#### **5.1.4 BUSH FIRE BRIGADES**

- 5.1.4.1 SHACKLETON FIRE BRIGADE
- 5.1.4.2 ARDATH / BABAKIN FIRE BRIGADE
- 5.1.4.3 KORBELKAS FIRE BRIGADE

#### **5.1.5 FIRE CONTROL**

- 5.1.5.1 FIRE CONTROL OFFICERS - GENERAL
- 5.1.5.2 FIRE CONTROL OFFICERS - TRAINING AND MEETINGS
- 5.1.5.3 FIREBREAKS
- 5.1.5.4 PROHIBITED AND RESTRICTED BURNING PERIODS
- 5.1.5.5 HARVEST BANS
- 5.1.5.6 FIRE PERMITS
- 5.1.5.7 FIRE INCIDENTS / REPORTS
- 5.1.5.8 FIRE SUPPORT AND ASSISTANCE
- 5.1.5.9 FIRE HAZARDS AND COMPLAINTS
- 5.1.5.10 VEHICLES AND EQUIPMENT

#### **5.1.6 BUSH FIRE INFRINGEMENTS AND PROSECUTIONS**

- 5.1.6.1 BUSH FIRE INFRINGEMENT NOTICES
- 5.1.6.2 PROSECUTIONS AND LEGAL ACTION

### **5.2 RANGER CONTROL**

#### **5.2.1 DOG CONTROL**

- 5.2.1.1 DOG REGISTRATIONS
- 5.2.1.2 DOG COMPLAINTS
- 5.2.1.3 IMPOUNDMENTS AND INFRINGEMENTS
- 5.2.1.4 DOG SURRENDERS
- 5.2.1.5 DOG ATTACKS
- 5.2.1.6 MULTIPLE DOG APPLICATIONS
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 6.1.1.054 Ardath South West Rd  
 6.1.1.085 Ardath West Rd  
 6.1.1.027 Babakin-Corrigin Rd  
 6.1.1.051 Babakin East Rd  
 6.1.1.110 Babakin North Rd  
 6.1.1.030 Babakin North West Rd  
 6.1.1.007 Babakin South East Rd  
 6.1.1.149 Barr St  
 6.1.1.040 Barnd Rd  
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 6.1.1.147 Baxter St  
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 6.1.1.060 Bedell Rd  
 6.1.1.017 Bees Rd  
 6.1.1.004 Belka East Rd  
 6.1.1.016 Belka South Rd  
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 6.1.1.098 Branson Rd  
 6.1.1.146 Brownlie St  
 6.1.1.048 Browns Rd  
 6.1.1.006 Bruce Rock East Rd  
 6.1.1.176 Bruce Rock-Naremben Rd  
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 6.1.1.133 Bruce St  
 6.1.1.066 Butler Rd  
 6.1.1.158 Butler St  
 6.1.1.132 Butcher St  
 6.1.1.061 Butler Rd  
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 6.1.1.144 Butler St  
 6.1.1.086 Carger Rd  
 6.1.1.106 Cemetery Rd  
 6.1.1.097 Chapman Rd  
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## Appendix 9 - Shire of Bruce Rock Records Disaster Recovery Plan



# RECORDS DISASTER RECOVERY PLAN

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## **2. PREFACE**

### **2.1 Scope**

A major requirement for good disaster planning and management is to have in place a well-prepared Disaster Plan to reduce or avoid potential threats, for promptly responding to situations immediately threatening records and information, and by identifying resources and strategies for recovery that will effectively assist in the protection and revival of essential and vital records for the Shire of Bruce Rock. The implementation of this Disaster Plan is based on best practice as demonstrated in ISO15489.2, Records Management, with a "set of clear, comprehensive, written, step by step instructions relating to the organisation, site, and building, and to the services that are provided by it, to ensure the minimum loss and disruption of services in the event of an emergency or disaster".

### **2.2 Objectives**

- To establish a Disaster Management Program/Plan for records
- To provide the leadership and immediate action required during a crisis
- To ensure that appropriate equipment and materials are available to deal with a potential emergency
- To ensure that staff are trained and prepared to take on appropriate roles in any disaster reaction, response, and recovery
- To take steps to minimize the risks or detect any problems as early as possible
- Identify vital records, duplicate as appropriate and store offsite
- To minimise the loss of, or damage to, vital and essential records in the event of a disaster
- To ensure employee safety, and that the organisation "gets back to business" as soon as possible, with minimum loss or extent of damage

### **2.3 Responsibilities**

A Disaster Recovery Team has been established to assess the damage to the records, to control and coordinate recovery/backup actions, and to make recommendations. The team consists of the Manager of Governance and Community Services, the Manager of Finance, the Finance Officer, and the Customer Service Officer, who are responsible for the recovery administration, and will also endorse training of other members of staff as backup support.

The Disaster Recovery Team shall meet annually to discuss the current Recovery document and list recommendations for changes to it in liaison with the CEO who will authorise any changes. Staff will be informed of updates and changes as appropriate. Evaluation of the plan will be closely monitored and reviewed.

### **3. INTRODUCTION**

#### **3.1 Disaster (Definition)**

“A sudden, unexpected, unwanted event of any size, that critically obstructs the normal flow of business and that causes damage to, or loss of records and property.”

The personnel, expertise, equipment, software systems, databases, records and information, which together comprise the operation of the Shire of Bruce Rock, are necessary for the organisation to function in an effective manner. The purpose of this Disaster Plan is to detail procedures for promptly responding to situations immediately threatening the paper-based and electronic records at the Shire, and by identifying resources and strategies for recovery that will reduce the likelihood of a disaster, and the amount of damage that can occur. By following the procedures in this Plan, the Shire can anticipate a high recovery rate for records and information, and subsequently ensure business continuity.

The Plan is specifically for those records managed by the Information Management systems of the Shire. It encompasses electronic and paper-based media stored in files and databases, and also in the archives.

The Disaster Plan will act as a comprehensive resource for the recovery process outlined in the four stages of disaster management programs for records:

- Prevention
- Preparedness
- Response
- Recovery

It also includes some useful advice and information about responsibility after the disaster.

Planning and preparing for a disaster requires an ongoing commitment to reducing or avoiding potential risks. It is the responsibility of all employees, but primarily of the Administration staff to consider aspects of the records holdings and the impact of loss or interruption to services should a disaster occur.

This will be achieved by staff being proactive and by their awareness of the possibility of a disaster, and with informed and intelligent planning that will assist the organisation to be prepared. By complying with the plan staff will be able to ensure efficient and effective disaster recovery of components outlined, which indicate the importance of disaster management and planning as an integral part of corporate risk management.

#### **4. PREVENTION**

The Shire of Bruce Rock staff will be encouraged to "think prevention" at both information/records and whole of organisation levels.

##### **4.1 *Records Security Processes***

- Compile a list of all vital records and their location and keep these up to date. Mark them so they are easily recognisable and are first to be targeted for rescue after a disaster.
- Make a security copy of vital records and ensure the original or the copy is stored off-site in appropriate environmental conditions
- Ensure electronic records are backed up regularly and stored off site

##### **4.2 *Building***

- Keep fittings and fixtures well maintained
- Ensure walls and ceiling areas are checked regularly
- Ensure appropriate safety signs are in place

##### **4.3 *Fire***

- Ensure all doors and aisles are kept free of obstruction
- Ensure fire-fighting equipment is clearly visible and signposted (dry powder and water extinguishers etc.)
- Ensure fire extinguishers are checked regularly and are accessible
- Ensure instructions on fire equipment is clear
- Ensure there is an evacuation map with a clear evacuation point identified

##### **4.4 *Flood/Storm***

- Check for any sign of water damage after a severe storm
- Monitor water penetration points
- Ensure air-conditioners are regularly checked

##### **4.5 *Storage***

- Ensure shelving is strong, stable and non-flammable
- Bottom shelves should be raised 15 centimetres above floor level
- Archival materials must be housed in acid free boxes

- Maps, posters, plans, etc should be stored flat. Where this is not possible it is preferable to store them in boxes, loosely rolled
- Store nothing on tops of shelves because most water damage occurs through the ceiling from burst pipes or sprinklers. This area also is usually dirty and dusty
- Ensure areas such as on top of and underneath shelving are cleaned regularly
- The compactus must be maintained in full operational order to facilitate access to all records
- Vital records to be situated within favourable environmental conditions (i.e. locked Fireproof Vault)
- Ensure records storage areas are suitably labelled

#### **4.6 Electrical**

- Ensure plugs and power points in good repair
- Keep electrical cords in good condition
- Ensure leads and cords are stored in proper condition

#### **4.7 Housekeeping**

- Ensure adequate lighting, including emergency lighting, and walkways and the exits are well lit
- Ensure access walkways are clearly marked and clear at all times

#### **4.8 Signage**

- Ensure exit signs are clearly marked
- Ensure location and readability of signs is appropriate
- Fire extinguishers' location signage is clear and well defined

#### **4.9 Insurance**

Establish that:

- Organisational policies are held
- Type of damage insured for
- The amount covered against the estimated cost of salvage and conservation
- Ensure conservation procedures are taken into account.



## **5. PREPAREDNESS**

“Preparedness” encompasses any and all planning activities

### **5.1 *Disaster Recovery Team***

- Records Recovery is the responsibility of the Disaster Recovery Team with the support of the other members of trained staff, and by fitting into the overall Risk Management process
- The Disaster Recovery Team meet to assess damage and make recommendations
- Enlist co-operation of local emergency services (if required)
- Co-ordinate evacuation of section/s with building supervisor, and/or Risk Management team
- Review and update the entire plan on a biennial basis
- Review and update the emergency telephone list at least every three months
- Issue revised pages as and when necessary - remember to date the revisions
- Remove old versions from circulation
- Ensure Policy statement is reviewed and updated regularly
- Recommend any remedial actions in relation to the buildings and their infrastructure that poses potential threats
- Ensure promotion of disaster prevention awareness among staff
- Ensure plan is tested regularly, using disaster simulations if possible
- Plan to raise the level of awareness and understanding of the effects of disaster experiences on staff
- Keep a duplicate copy of the Disaster Plan off site, for ease of access.

## **6. RESPONSE**

“Response” is all actions taken when the disaster occurs

### **6.1 *Training***

The Disaster Recovery Team must be trained and provide leadership and immediate action

### **6.2 *Emergency Procedures***

All personnel at the Shire must know the emergency procedures for raising the alarm, evacuating the buildings and assembly points - see Shire’s Local Emergency Management Arrangements (LEMA) and Business Continuity Plan

### **6.3 Notifications**

Notify the appropriate people - a list of contact details of the disaster response team and emergency services can be found in the LEMA

### **6.4 Control Area**

Set up a central control area in an unaffected part of the building/Shire

### **6.5 Resources**

Assemble resources – including, if necessary, the hiring of anything damaged or unavailable due to damage

### **6.6 Tasks**

Once the Disaster Recovery Team has been assembled, they can begin to allocate tasks as appropriate

### **6.7 Security Measures**

Initiate any identified security measures (in conjunction with Risk Management processes)

### **6.8 Contingency Arrangements**

At this time, it is also appropriate to initiate any other contingency arrangements e.g. as contained in the Business Continuity Plan

### **6.9 Recording Disaster**

Make a record of any effects of the disaster using the cameras/video, or on smart phones

## **7. RECOVERY**

Recovery Procedures are designed to return the site and records to a stable and useable condition in an accessible and suitable environment

### **7.1 Co-ordinate Work**

Co-ordinate any essential work with Risk Management, Occupational Health and Safety, and Emergency staff to ensure everything is completed and nothing is duplicated

### **7.2 Briefing the Senior Management Team**

- Circumstances of the emergency – staff cannot return until declared "safe" by emergency services
- Work required - can all material be dealt with as it stands, or will some need rectification work?
- Equipment and materials – is there anything we need to hire?

### **7.3 Contact the State Records Office**

- Telephone 9427 3636 for any help and advice on correct and safe processes

### **7.4 Preparing and planning the work area (including space availability)**

#### **Space availability for the Recovery of Records**

##### **Large Disaster Space Availability:**

Shire of Bruce Rock Recreation Centre, Dunstall St, Bruce Rock

##### **Small Disaster Space Availability:**

Shire Hall, which is located next door to the Shire Office

#### **Physical preparation**

- Cover tables with plastic and then with butcher's paper to help absorb moisture out of any wet records
- Vacuum or mop any standing water and pick up any loose material on the floor (recording its location) that may get walked on
- Ensure staff access is safe and easy
- To protect against staff fatigue, rotate jobs at regular intervals
- Ensure ten-minute break sessions every hour

### **7.5 Removing the records**

- From Information Inventory priority, check:
  - Vital records
  - Subject files
  - Property files

### **7.6 Salvaging records**

**N.B.** Mould grows quickly on wet records (within 48 hours) so need to begin as rapidly as practicable

- Work systematically through the top shelves (first) to remove the records. Be gentle if they have been water damaged, swelling may make them difficult to remove
- Lay files on the prepared tabletops in a single layer with enough room between each file to open the cover and give access to the pages
- Do not try to separate volumes that have stuck together
- Interleave wet or damp pages with paper towel or some other form of clean absorbent paper every 5-10 pages and change regularly
- Keep freeing up the drying pages and replacing the interleaving paper, positioned between different pages, until files are dry
- Remove metal file fasteners as you encounter them, as they may start to

- rust before the file is dry
- Do not rub or brush items
- Use fans to dry more rapidly
- If required, loosely pack material into plastic crates, spine side down

### **7.7 Recording the Damage**

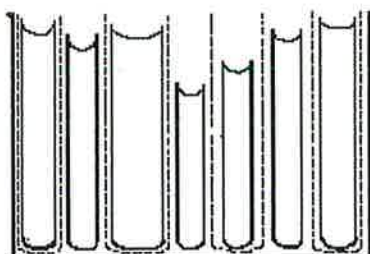
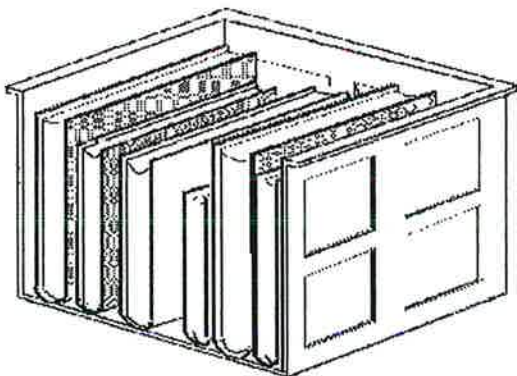
Record and categorize details of the damage for each record/file on the Records Damage Sheet (Section 10)

### **7.8 Fire Damage**

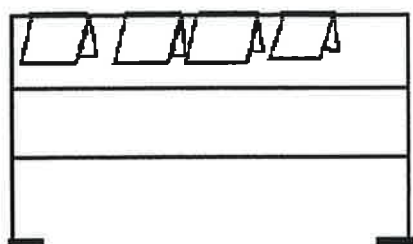
Fire damage to Records requires expert advice

### **7.9 Examples of methods to salvage records**

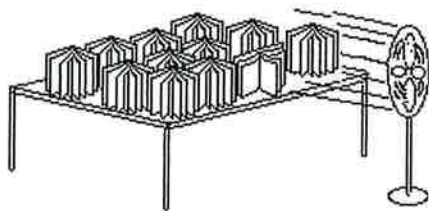
Packing wet records in plastic crates (below)



Preparing wet records for freezing (above)



Hanging small items on a metal frame (above)



Drying bound volumes by standing upright (above)

## **8. AFTER THE DISASTER**

The rehabilitation of records for the resumption of operational activity

### **8.1 Clean up measures**

- Wash down dirty shelving, walls, and floors
- Use fans to dry the area

### **8.2 Re-location of material**

- Categorise material for re-location. For example, can it be returned to storage, does it need further treatment, or will it be destroyed? (See Records Damage Sheet, page 10)
- Wait at least a week before returning material to its original location as it needs to be fully dry
- Check shelving arrangements as the material may well take up additional space due to swelling
- Regularly check temperature and humidity in case the room or the records were not sufficiently dry when the room was reoccupied and because of mould growth
- Provide archived material with new boxes
- Check if current files need new file covers due to the legibility of the information having been affected

### **8.3 Recording the Disaster**

- Ensure that an adequate record of the nature and result of the disaster is captured for future reference (as per point 6.13)

### **8.4 Plan Effectiveness**

- Review the effectiveness of the Disaster Records Recovery Plan

## 9. RISK MANAGEMENT

### 9.1 Disaster Risk-based Assessment

**Cause of disaster (possibilities) relating to Records of the Shire of Bruce Rock, 54 Johnson Street, Bruce Rock**

Type of Disaster	Rating
Flooding (natural disaster)	Low
Fire	High
Water as a result of fire (hoses)	V. High
Earthquake	Low
Bomb Threat	Low
Chemical, Biological	Low
Storm	Medium
Air conditioning	Low
Plumbing Leaks	Low
Vandalism	Low

#### Explanation of Ratings

Flooding (natural disasters) is low risk, but backup of water after a storm event, could cause problems with drains if they cannot handle high volumes. The storage area for records is however above ground level and therefore this should not present problems.

Fire will always be a risk factor within office buildings, due to the large amount of electrical equipment being used, and as well as this Bruce Rock is in an established bush fire risk area. Important/essential records are stored in a fireproof room/safe within the Administration Building. The water from fire hoses as a result of fire can be a very high risk to any paper-based files and computer equipment including onsite data storage.

In Bruce Rock it is not uncommon to experience both winter and summer storms and this can bring winds of over 125km/h which are however usually short lived. This could cause problems if for e.g. roofs are lifted or windows smashed, and rainwater gets in through these openings.

Plumbing leaks, although a possibility are relatively low risk as the plumbing to the building has been renewed and is regularly checked.

Bruce Rock is not noted as an area of high vandalism and therefore this is rated as low risk.

## 10. RECORDS DAMAGE SHEET

Index No.	Title/Description of document / record	Type of Damage (wet/other)	Returned to Storage (date)	Requires further treatment (date)	To be destroyed (date)

## **Appendix 10 - Shire of Bruce Rock Disposal Procedure, and example List of Recent Disposal**

The Shire of Bruce Rock implements the General Retention and Disposal Authority for Local Government Information and conducts a regular disposal program. The regular Disposal Program is generally conducted on an as needs basis.

All records created, received, or held by the Shire of Bruce Rock are disposed of legally, in the manner prescribed by the Retention and Disposal Schedule as mentioned above.

### **Process**

Files are assessed upon closure. When files are appraised, they are carefully checked before disposal in case there are multiple disposal requirements in a single file. In this case the longest retention period applies (e.g. 7 years and destroy; or 5 years and archive), the 5 years and archive would be applied if only a single piece of correspondence requiring archiving (as documents cannot be removed from files, therefore the whole file must be archived):

- Access the file close to location (Separate Open and Closed file sections)
- Assess the file according to GDA guidelines
- Apply appropriate disposal action (writing in pencil on file the disposal authority number, and period required for holding before either archiving or destroying)
- Repeat above process for each file
- At completion of appraisal process separate files into “Archive” and “Destruction” piles
- Sort files within each grouping by year of Archive or Destruction. If Destruction or Archival due current year, deal with as follows:

Fill out destruction schedule by:

- Filling in file number, file title, date range, box number, destruction period, GDA Reference.
- Sign off as Recommending Officer
- Pass to CEO for signing of approval to destroy
- Destroy by SRO recommended method as quoted in Local Government General Disposal
- Place copy of destruction approval sheets on file for permanent retention as per SRO requirements.

Fill out archiving sheet by:

- Filling in file number, file title, date range, box number, Archive period, GDA Reference
- Contact State Records Office to discuss arrangements as to whether files can be transported directly to SRO or are required to be held by Shire.
- Place copy of Archive list on file for future retention



## **DOCUMENTS DESTROYED FROM ARCHIVES**

### **ADMIN & GL PRINTOUTS**

N/A

### **FINANCE**

- Creditor payments May to July 2016
- Synergy receipts May to August 2016
- Synergy receipts September to December 2016

### **TENANCY AND HOUSING**

N/A

### **VEHICLES**

N/A

### **COMMUNITY DEVELOPMENT**

N/A

### **OTHER**

N/A

Approved



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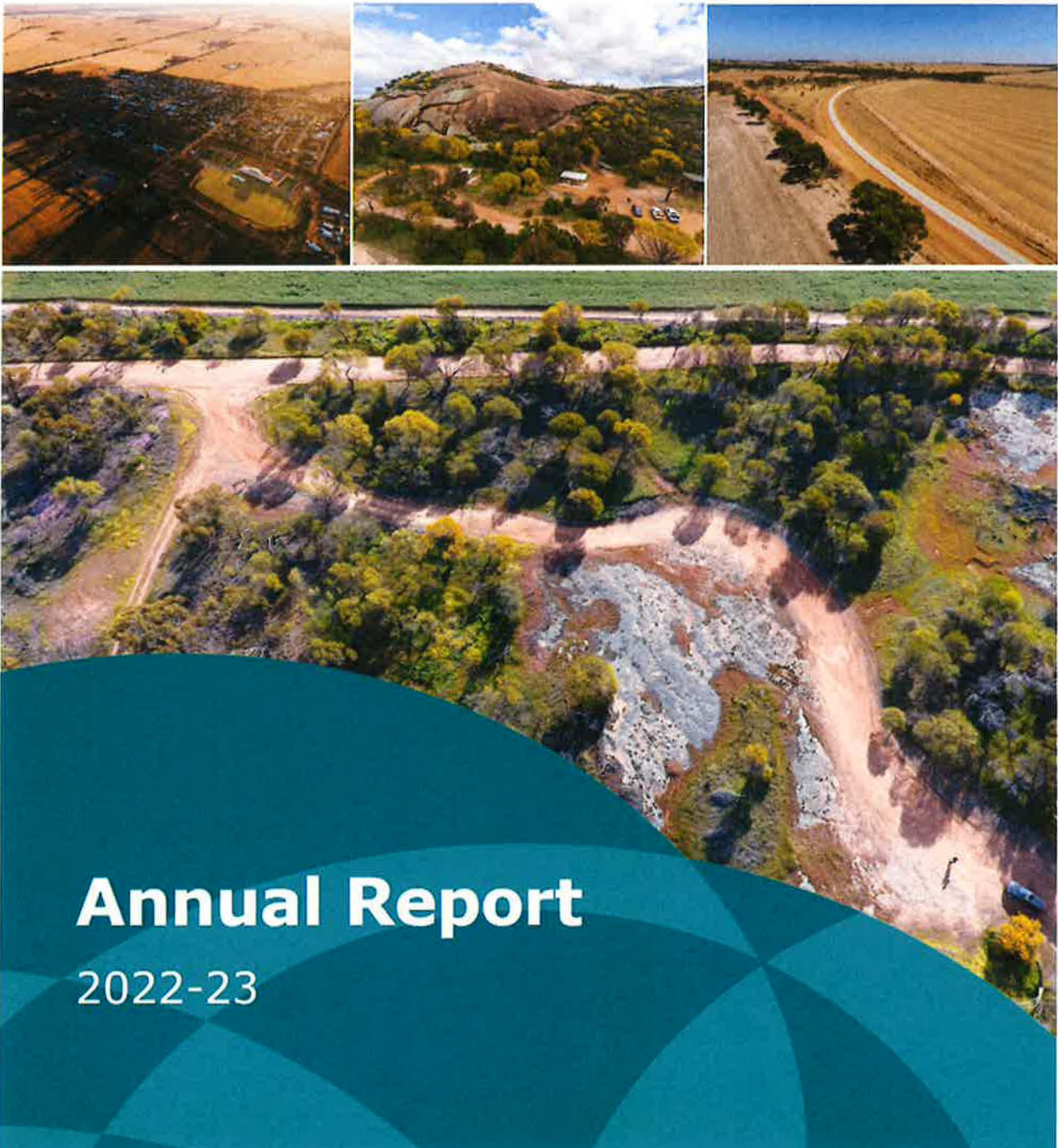
Nerea Ugarte  
Acting Chief Executive Officer

Date

10 / 1 / 25

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## Appendix 11 – Excerpt from Shire of Bruce Rock 2022-2023 Annual Report



# Annual Report

2022-23



SHIRE OF BRUCE ROCK

ANNUAL REPORT

## National Competition Policy

National Competition Policy (NCP) is designed to enhance the efficiency and effectiveness of public sector agencies and to lead to more efficient use of all economic resources. There are a number of specific requirements placed on Local Governments in the areas of competitive neutrality, legislation review and structural reform. Each Local Government is required to report its progress in achieving NCP reforms in its annual report.

In respect to Council's responsibility in relation to the NCP, the Shire reports as follows:

- No business enterprise of the Shire has been classified by the Australian Bureau of Statistics as either a Public Trading Enterprise or a Public Financial Enterprise.
- Competitive neutrality has not been applied to any activities undertaken by the Shire in this reporting period.
- No allegations of non-compliance with the competitive neutrality principles have been made by any private enterprise.
- The principles of competitive neutrality were implemented in respect of any relevant activities undertaken during the 2021-2022 year.

A further requirement of the NCP is that all Council Local Laws are reviewed every eight years to determine whether they are in conflict with competitive neutrality and comply with the Local Government Act 1995.

## State Recordkeeping Act

The State Records Act 2000 requires that the Shire maintains and disposes of all records in the prescribed manner.

The Shire of Bruce Rock carried out a review of its Record Keeping Plan in

2018, with amendments finalised in 2019.

Standard 2, Principle 6 – Compliance: Government organisations ensure their employees comply with the record keeping plan.

Rationale:

*An organisation and its employees must comply with the organisation's record keeping plan. Organisations should develop and implement strategies for ensuring that each employee is aware of the compliance responsibilities.*

Minimum Compliance Requirements:

The record keeping plan is to provide evidence to adduce that:

1. The efficiency and effectiveness of the organisation's record keeping system is evaluated not less than once every five years.
2. The organisation conducts a record keeping training program.
3. The efficiency and effectiveness of the record keeping training program is reviewed from time to time.
4. The organisation's induction program addresses employee roles and responsibilities in regard to their compliance with the organisation's record keeping plan.

The Shire of Bruce Rock has complied with items 1-4. The Shire reviewed the recordkeeping plan during 2018 financial year and the new Record Keeping Plan was adopted by the State Records Commission in March 2019. The Shire continued the implementation of the new Record keeping Plan in 2022-23.

## NEW EMPLOYEES PAPERWORK

Please fill in the following paperwork and return to the Shire Office as soon as possible. Tick the boxes as you complete each form:

- *Employee Details Form* ☐  
Please write as many details as possible.
- *Tax File Number Declaration* ☐  
If we do not have your Tax File Number Declaration with your tax file number written on it before pay day you will be paying extra tax at the rate of 31.5%.
- *Super Standard Choice form* ☐  
Please completed and return indicating which Super Fund you have nominated.
- *Aware Super Application Forms* ☐  
If you wish to join Aware Super Fund, please completed and return.
- *Shire of Bruce Rock Code of Conduct* ☐  
This is for you to keep.
- *Alcohol and Drug Testing Policy* ☐  
This is for you to keep.
- *Yearly Calendar* ☐  
This is for you to keep. It shows paydays, public holidays etc.
- *Copies of your drivers license and all other certificates* ☐  
This is for our records. It includes First Aid, Stop & Go, Courses completed etc.
- *Diversity Questionnaire* ☐  
Please complete and return to your payroll officer
- *Pre Employment Medical* ☐  
Please complete within 2 weeks
- *Records Keeping Plan* ☐  
This is for you to keep
- *Executive Instructions* ☐  
This is for you to keep